



**Ontario**

Ministry  
of the  
Environment

Ministère  
de  
l'Environnement

# **GUIDE FOR APPLYING FOR APPROVAL OF INDUSTRIAL SEWAGE WORKS**

SECTION 53  
ONTARIO WATER RESOURCES ACT  
R.S.O. 1990

ENVIRONMENTAL ASSESSMENT AND APPROVALS BRANCH

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## ACRONYMS

EAA - Environmental Assessment Act  
EAAB - Environmental Assessment and Approvals Branch  
EBR - Environmental Bill of Rights  
EPA - Environmental Protection Act  
ER - Environmental Registry  
FIPPA - Freedom of Information and Protection of Privacy Act  
OWRA - Ontario Water Resources Act  
MISA - Municipal/Industrial Strategy for Abatement  
MOE - Ministry of the Environment  
NEPDA - Niagara Escarpment Planning and Development Act  
P&ID - piping and instrumentation diagram  
PFD - process flow diagram  
PPD - plan and profile drawing  
PWQO - Provincial Water Quality Objectives  
UTMG - Universal Transverse Mercator Grid

## FOREWORD

The Ministry's approvals program is designed to ensure that all undertakings requiring approval under the legislation administered by the Ministry are carried out in accordance with that legislation (i.e., Acts and Regulations) and the Ministry's Environmental Guidelines and Procedures developed to ensure consistency of approach to various aspects of environmental protection throughout the Province. The guidelines and procedures are continually updated by the Ministry as environmental standards are modified to reflect changing needs of environmental protection. As these requirements are changed, the information required to demonstrate compliance with those requirements may also change. **In recognition of this, the Ministry intends to periodically update this document to reflect the most current requirements.**

**While every effort has been made to ensure the accuracy of the information contained in this guide, it should not be construed as legal advice.** If proponents/users of this guide have any doubts or questions regarding legal aspects of the document, they should consult their legal counsel.

For any addenda or revisions, users of this guide may contact,

Environmental Assessment and Approvals Branch  
2 St. Clair Avenue West  
Floor 12A  
Toronto, Ontario  
M4V 1L5

Tel. (416) 314-8001 or (Toll Free) 1-800-461-6290  
Fax. (416) 314-8452

## PURPOSE

This Guide is intended to provide guidance to Applicants requesting approval of industrial sewage works under section 53, *Ontario Water Resources Act*, R.S.O. 1990, Chapter O.40. The Guide describes the approvals process in general and clarifies the information required by the application form, and outlines the technical information that may be required in support of various applications.

## BACKGROUND

The mandate of the Ministry of the Environment is to ensure protection, and where degraded, rehabilitation of the natural environment, and conservation of water and material resources for the enjoyment and benefit of the present and future generations of the people of Ontario.

This mandate is sanctioned by several pieces of legislation, which, include, the *Ontario Water Resources Act* (OWRA), the *Environmental Protection Act* (EPA), the *Pesticides Act* (PA), the *Environmental Assessment Act* (EAA), and the *Environmental Bill of Rights* (EBR), together with numerous Regulations made under these Acts.

These Acts and Regulations establish the authority and responsibility of the Ministry, the legal requirements for proponents of various undertakings, obligations of the owners of existing facilities and equipment with respect to their impact on public health and the environment, and the rights of the residents of Ontario with respect to those undertakings, facilities and equipment. This legislation ensures that proponents of undertakings with a potential for impact on public health and/or the environment are required to obtain approvals or permits prior to implementation of those undertakings, and that the residents of Ontario are made aware of proposals for such undertakings and are provided an opportunity to comment on those proposals.

Industrial sewage works are defined as any works for the collection, transmission, treatment or disposal of wastewater generated from industrial activities. These include works to handle storm runoff and domestic sewage from industrial sites and wastewater from site remediation activities at industrial sites.

The statutory requirements for sewage works approvals are contained in Section 53 of the *Ontario Water Resources Act* (OWRA), R.S.O. 1990, Chapter O.40 (formerly, s. 24 OWRA, R.S.O. 1980), as amended by sections 24 and 25 of the *Services Improvement Act* (SIA), R.S.O. 1997.

The *Environmental Bill of Rights* (EBR) establishes the rights and procedures which enable residents of Ontario to participate in the making of environmentally significant decisions by the government, and is designed to hold the provincial government accountable to the public for those decisions.

Recent amendments to the Ontario Water Resources Act and the Environmental Protection Act, introduced by the Services Improvement Act, have brought under the jurisdiction of the OWRA the construction and operation of communal and large (more than 10,000 L/d) individual sewage collection and treatment systems with subsurface effluent disposal (e.g., large septic tank and leaching bed systems), previously approved under Part VIII of the Environmental Protection Act by the local Health Units and District Offices of the Ministry.

Another recent change to the approvals requirements is the change of the basis and calculation method of the fees charged for applications for approval brought about by Ontario Regulation 364/98 entitled "Regulation Made Under the Ontario Water Resources Act - Fees - Approvals", which revoked and replaced O.Reg. 503/92. Unlike the previous fees, which were being estimated on a case-by-case basis as a percentage of the capital cost of the proposed works, the new Applications Fees are fixed fees prescribed by the new regulation for specific types of applications and specific works for which approval is being sought. The new fee schedules have been established on the principle of cost recovery, and are based on the estimated average cost incurred by the Ministry in processing applications of particular types and complexities.

In processing applications for approval, and in all other actions and decisions, the Ministry's staff is guided by guidelines and procedures developed by the Ministry in order to ensure that those actions and decisions are in concordance with the Ministry's mandate, as well as to inform the public of the basis of those actions and decisions.

In order to clarify the Ministry's approvals requirements for sewage works, Appendix A of this Guide provides a summary of key elements of the OWRA and other legislation administered by the Ministry in the context of the process of approval under section 53 of the OWRA, and Appendix B provides a synopsis of the Ministry's environmental guidelines and procedures.

However, it is the proponent's responsibility to be aware of and understand all legal requirements of the OWRA and other applicable Acts and Regulations, and proponents should refer to the relevant Acts and Regulations for a comprehensive review of those requirements. Similarly, for in-depth understanding of the Ministry's guidelines and procedures, proponents should refer to the Manual of Guidelines and Procedures.

Copies of the *Ontario Water Resources Act* and other Ontario legislation may be obtained by mail from the Information Services Branch, Publications Ontario, 50 Grosvenor Street, Toronto, Ontario, M7A 1N8, in person at the Publications Ontario Bookstore, 880 Bay Street, Toronto, Ontario, M7A 1N3, or ordered by phone at (416)326-5300 or toll-free at 1-800-668-9938.

The Ministry's Manual of Environmental Guidelines and Procedures is available from the Public Information Centre, Ministry of the Environment, 135 St. Clair Avenue West, 1st Floor, Toronto, Ontario, M4V 1P5, and may be ordered by phone at (416) 325-4000 or toll free at 1-800-565-4923. At the same location, proponents may also obtain information on the EBR and the Environmental Registry.

More information about the Ministry and copies of this Guide and the associated application form are available on the Ministry's Internet website at <http://www.ene.gov.on.ca>.



## **PART I - GENERAL INSTRUCTIONS FOR APPLICANTS**

### **1. Who Must Apply**

The responsibility for obtaining approval for the construction and operation of sewage works lies with the legal owner of the sewage works. If the owner is a corporation, the person signing the application on behalf of the corporation must be someone who is specifically authorized by the corporation to do so. If the person signing the application is not an official of the corporation, the application must be accompanied by a letter signed by an official of the corporation authorizing the person to act on its behalf for that purpose.

### **2. When to File Applications**

Generally, applications for approval to construct new or modify existing sewage works should be filed at least 6-8 weeks prior to the planned date for commencing construction.

The review period will likely be longer if the proposal is highly complex, or if during the review it is determined that additional information is necessary for proper assessment of the proposal or that the proposal needs to be subjected to a public consultation or hearing process. Also, some delays may be expected during the peak construction season.

In order to reduce the risk of unforeseen delays associated with the legal requirement to obtain an approval prior to the commencement of construction of the proposed works, proponents should familiarize themselves with the specifics of the approval process and the requirements related to the supporting information and documentation for various types of proposals outlined in this Guide, and schedule their projects accordingly. In some situations, the date for filing may be imposed by control orders, terms and conditions of previous approvals, or regulations issued by this Ministry.

### **3. Where to File Applications**

Applications for approval of industrial sewage works are formally made to the Director of the Environmental Assessment and Approvals Branch (EAAB) of the Ministry of the Environment by submitting a completed application form, together with the required supporting information and documentation, and the correct application fee.

In addition, the applicant must submit a copy of the completed application form and all supporting information and documentation to the Ministry's District Office serving the area in which the sewage works is to be located. The locations and addresses of the local District Offices are listed in Appendix C of this Guide.

**Note: For applications involving sewage works with subsurface disposal of effluent (formerly known as "sewage systems"), where a particular project requires submission**

**of an environmental impact analysis report (i.e., a “reasonable use” assessment of the groundwater aquifer impact, and if applicable, an assimilative capacity assessment of the neighbouring surface waters, together with the proposed effluent criteria for the works), two (2) copies of the report must be included with the application submitted to the Environmental Assessment and Approvals Branch. The need for submission and scope of such a document must be established in pre-application consultation (q.v.).**

A covering letter addressed to the Director of Environmental Assessment and Approvals Branch should accompany both submissions and indicate that a copy of the complete submission has been sent to the local District Office.

## **4. The Approval Process**

The approval process generally consists of pre-application consultation, review of application, and issuance of approval. These steps are outlined below to give proponents an understanding of the process requirements and enable them to account for those requirements in scheduling of their projects in order to avoid unforeseen delays.

### **4.1 Pre-application consultation**

Pre-application consultation is a dialogue between the proponent, the Ministry, and possibly the public, prior to the submission of an application for approval. Pre-application consultation is meant to assist proponents in defining the environmental objectives for the project, such as effluent requirements, establishing general acceptability of the proposed technology, identifying any special approval related requirements, and determining the need for public consultation/notification.

**Note: Pre-application consultation is required for all projects involving construction of sewage/wastewater treatment and disposal facilities, expansion or re-rating of existing facilities, and major modifications/upgrades to existing facilities, introduction of an innovative technology, and projects involving Prescribed Instruments under the *EBR*. Also, depending on their scope, it is recommended for less complex projects.**

Where pre-application consultation is required or desired, it must be initiated by contacting the local District Office of the Ministry. The District Office may call upon or direct the proponent to other offices, branches or sections of the Ministry which may have a role in the approval process.

When approaching the Ministry, the proponent should be prepared to discuss the nature of the proposal, identifying in general the industrial processes, proposed wastewater treatment and disposal options, expected effluent quality and environmental impacts, location of the proposed discharge point and any applicable requirements under other statutes, including the *EBR*, and any confidential information concerns. The Ministry will assist the proponent in identifying all provincial environmental acts, regulations, policies, objectives and guidelines applicable to the project, determine if a ground water or surface water impact assessment is required and outline

the required scope of such an assessment, and provide information on the *EBR* and any other public consultation requirements. The Ministry will also discuss with the proponent any special concerns that must be addressed in the application for approval.

Based on such pre-application consultation, the proponent would be better prepared to develop environmental objectives for the project with a clear understanding of the Ministry's requirements, complete any required public consultation process (especially any process required under the *Environmental Assessment Act*), design the works such that the Ministry's requirements and public concerns are adequately addressed, and obtain any prerequisite permits.

Where applicable, the processes that must be completed, and permits that must be obtained before an application for approval of the works is submitted to the EAAB include the environmental assessment process under the EAA, and a Development Permit under section 24(1) of the Niagara Escarpment Planning and Development Act.

Also, in cases where a surface water impact assessment is required, the assessment must be completed by the proponent and accepted by the Technical Support Section of the respective Regional Office of the Ministry before the formal application is submitted to the EAAB.

**Note: The environmental impact analysis for projects involving new or increased direct discharge of effluent from a sewage treatment facility to surface waters (including direct discharges to wetlands), and the proposed effluent criteria established on the basis of the analysis in particular, are the most basic parameters for the design of such sewage treatment facilities. A sewage treatment facility cannot be properly designed if the effluent criteria are not known. For that reason, an application for approval for a project involving a new or increased direct discharge of effluent from a sewage treatment facility to surface waters would not be accepted for review and approval unless the effluent criteria adopted for the project have already been accepted by the Technical Support Section in writing (a copy of such a written acceptance must be submitted with the application).**

For projects with a potential for significant environmental impact other than those involving direct discharge of effluent from a sewage treatment facility to surface waters (e.g., projects involving treated sewage effluent spray irrigation, exfiltration or subsurface disposal), it is not required that the environmental impact analysis be accepted by the Technical Support Section prior to the submission of the application for approval. However, if it is determined that no pre-application consultation for the project took place, and the Technical Support staff advises the Review Engineer that they are not able to assess the environmental impact analysis submitted with the application without further data or other information not readily available from the proponent, the application may be closed as grossly incomplete, and the proponent would have to re-apply for approval after completing a proper environmental impact analysis.

## **4.2 Screening of applications for approval**

Upon their receipt by the Environmental Assessment and Approvals Branch of the Ministry, applications are pre-screened for completeness of their application forms and presence of the applicable application fees.

If an application does not include at least the administrative processing portion of the application fee (if applicable) or if its application form is incomplete (see Part II of this Guide for detailed instructions for the completion of the form), the application cannot be properly recorded on the **IDS** (Integrated Divisional System - an electronic application processing and information management system of the Operations Division of the Ministry), and the system will not allow to process the submitted fee or generate a letter of acknowledgement for the application. In such a situation, the Application Processor (a clerk of the Application Processing unit of the EAAB) will attempt to contact the Client by phone in order to obtain this critical information. However, if the Application Processor is unable to obtain this information from the Client within three business days of the receipt of the application, the application is returned to the Client in its entirety along with the application fee (if any was submitted).

Each applications which includes at least the administrative processing portion of the application fee (if applicable) and whose application form is complete undergo detailed examination of the entire submission for adequacy of the submitted fee and presence of the required supporting information and documentation (see Part III of this Guide for information on the supporting information and documentation requirements), including the presence of a record of pre-application consultation.

Based on the results of the examination of the submission, the Application Processor generates a letter of acknowledgement and mails it to the Client.

In the letter of acknowledgement, the Application Processor advises the Client of the estimated application turnaround time (i.e., the number of weeks expected to be required for the completion of the technical review and approval of the application), and if applicable, identifies the missing supporting information and documentation, details of any fee inadequacy, and the date by which the Client must respond to the request for additional fee and /or information (usually two weeks from the date of the letter).

**Note: The time during which the Ministry would be awaiting any information requested from the Client (including resolution of any public consultation matters) is not known and at the time of the receipt of the application and therefore is not taken into account in the initial estimation of the application turnaround time. Any such time would be above and beyond the estimate identified in the letter of acknowledgement. Also, the initial time estimate is based on the average turnaround time of the recently approved similar applications, and the actual review time will likely be longer than the estimate if the proposal is highly complex, or if during the technical review it is determined that additional information (beyond that requested in the letter of acknowledgement) is necessary for proper assessment of the application, or if public comments received in response to posting of the proposal on the Environmental Registry (where the application requires posting of an EBR Proposal) require reassessment of the application.**

For applications subject to the Environmental Bill of Rights (EBR) requirement for public participation in the approval process, after mailing the letter of acknowledgement, the Application Processor would place the EBR Proposal for the application on the Environmental Registry (ER) for a minimum of 30 day public comment period. This ER notice to the public provides a summary of the proposal (application for approval), and identifies the locations where the complete application can be viewed and the end date of the public comment period. During this public comment period, the public is given the opportunity to review the application and submit comments on the proposal to the Environmental Assessment and Approvals Branch of the Ministry.

If an application is complete or if for being complete it only requires an additional fee or additional information/documentation of an administrative nature (e.g., signatures, proof of legal name, etc.), after mailing the letter of acknowledgement, the Application Processor forwards the application for assignment to a Review Engineer.

On the other hand, if the outstanding information is of a technical nature, such that without the information the Review Engineer would not be able to undertake a meaningful technical review, the application is retained by the Application Processor (it is not forwarded for assignment to a Review Engineer) until an adequate response to the fee/information request in the letter of acknowledgement has been received.

**Note: If the Client fails to submit the outstanding fee or address the request for additional information or documentation identified in the letter of acknowledgement within the time allowed, the Application Processor (or the Review Engineer if the application has already been assigned to the Review Engineer) will assume that the Client is no longer interested in pursuing the submitted application (i.e., wishes it withdrawn), and will initiate the process of cancelling the application and refunding the submitted application fee in the amount reduced by any applicable non-refundable portion of the fee as stipulated in the fees regulations.**

#### **4.3 Technical review of applications for approval**

Detailed technical review of applications for approval assigned to a particular Review Engineer is conducted by the Engineer chronologically in order of their receipt, and therefore, for a particular application, it may be several weeks after the receipt of the application before the detailed technical review is undertaken. However, in order to expedite the process, immediately after receiving the application, the Review Engineer will determine if the application requires any supplementary review (e.g., comments on the submitted environmental impact analysis from the Technical Support Section of the appropriate Regional Office of this Ministry), and if required, will request such a review without delay.

In the detailed technical review, the Review Engineer assesses the completeness and adequacy of the submitted detailed design documentation and other supporting information, the compliance of the proposal with the Ministry acts, regulations, policies, objectives, and environmental guidelines, the conformance of the engineering design to the principles of sound

engineering, and the adequacy of controls and contingencies provided to facilitate the proper operation of the works.

For applications for which an EBR Proposal was posted on the Environmental Registry in the application screening phase of the review process (i.e., applications subject to the public participation requirement under the EBR), as part of the detailed technical review, the Review Engineer will also consider any public comments received during the public comment period identified in the ER notice for the EBR Proposal. As such, it may be necessary for the Review Engineer to discuss some of these comments with the Client and staff of the appropriate local office of the Ministry. In order to minimize delays due to the need to consider public comments at this stage, it is recommended that proponents consult potentially affected members of the public and other stakeholders prior to submitting the application for approval.

In the process of this detailed review, the Review Engineer may determine that additional information, beyond that requested (if any) in the letter of acknowledgement, is necessary for proper assessment of the application, or that the application involves aspect which require submission of an additional fee. A request for such information/additional fee is usually made in form of a letter from Review Engineer to the Client, and include a deadline for response. This deadline may vary depending on the nature of the requested information but typically the proponent is given two weeks to respond.

**Note: If the Client is unable to submit the requested information within the given time but wishes to keep the application active, by the same deadline, the Client must request an extension of the deadline and provide an adequate justification. If the Client fails to respond to the request within the given time, or if the requested deadline extension is unjustified or unreasonably long, the Review Engineer will assume that the Client is no longer interested in pursuing the submitted application (i.e., wishes it withdrawn), and will initiate the process of cancelling the application and refunding the submitted application fee in the amount reduced by any applicable non-refundable portion of the fee as stipulated in the fees regulations and any additional amount determined based on the Ministry's effort expended to date in the review of the application.**

Should in the process of detailed review, the Review Engineer determine that the proposed facilities, as designed, would not be capable of consistent compliance with the Ministry's acts, regulations, policies, objectives or environmental guidelines, or that the engineering design of the facilities does not conform to the principles of sound engineering, the Review Engineer would advise the Client in writing that the proposed facilities as designed cannot be approved. Such a "letter of non-compliance" would include the details of potential or actual non-compliance and/or non-conformance, and a deadline for response. This deadline may vary depending on the nature and complexity of the design changes required to achieve compliance/conformance but typically the Client is given two weeks to respond.

**Note: If the Client is unable to submit an amended proposal within the given time but wishes to keep the application active, by the same deadline, the Client must request an extension of the deadline and provide an adequate justification. If the Client fails to respond to the request within the given time, or if the requested deadline extension is**

**unjustified or unreasonably long, or if the Client submits a revised proposal which is still unacceptable, or if the Client advises that they disagree with the Ministry's assessment of their proposal, the Review Engineer will initiate the process of formal refusal of the application and refunding the submitted application fee in the amount reduced by any applicable non-refundable portion of the fee as stipulated in the fees regulations and any additional amount determined based on the Ministry's effort expended to date in the review of the application. The Client would have the right to appeal such a refusal to the Environmental Appeal Board.**

Upon completion of the detailed technical review, when all outstanding issues have been addressed, the Review Engineer provides his/her recommendations on the application to the approving Director.

#### **4.4 Issuance of approval**

Upon considering the Review Engineer's recommendations, the approving Director may grant approval for the proposed works or, if in his/her opinion, it is in the public interest to do so, refuse to grant approval or grant approval on such terms and conditions as he/she deems necessary.

The Director may grant his/her approval of the proposed works by issuing one of the following documents:

- a new Certificate of Approval;
- an Amended Certificate of Approval; or
- a Notice of Amendment to Certificate of Approval.

New Certificates of Approval are issued to approve the establishment of new sewage works, and alteration, extension or replacements of existing sewage works.

Amended Certificates of Approval are usually issued to approve replacements and major alterations or extensions of existing, previously approved sewage works. An Amended Certificate of Approval revokes and replaces the existing Certificate of Approval.

Notices of Amendment to Certificates of Approval are usually issued to approve modifications to existing, previously approved works, and/or to impose new or modify existing terms and conditions of existing Certificates of Approval. Such a Notice becomes part of the Certificate of Approval it amends.

Where the Director decides to impose any terms or conditions on his/her approval, alter any terms or conditions of an existing approval, or refuse to grant approval, in accordance with the requirements of subsection 100 (3) of the OWRA he/she will serve a written Notice of this imposition, alteration or refusal with reasons. This Notice is appealable to the Environmental Appeal Board provided that the appeal is filed within 15 days of receipt of the Notice.

The terms and conditions of the Director's approval usually deal with the criteria for operation and performance of the works, requirements for monitoring and recording of specific indicators of the environmental impact of the works, reporting on incidents and provision of contingencies to prevent and deal with accidental spills or upsets. They may also deal with such issues as time limited approval, timing for upgrades to the works to meet new effluent quality requirements, financial assurance, or a requirement to obtain some other approvals before commencement of the construction of the conditionally approved works or its part.

For applications for which an EBR Proposal was posted on the Environmental Registry in the application screening phase of the review process (i.e., applications subject to the public participation requirement under the EBR), the Director's final decision on the application (i.e., approval or refusal) is posted on the Environmental Registry. This ER notice of the Director's decision includes the details of the decision along with information on the number of comments received and the impact of the comments on the decision, and an indication whether or not, and if applicable, how the public may seek leave to appeal the particular decision. Detail procedure for third party (public) appeals is provided in the Ministry's guide entitled "EBR Requirements for Instruments".

## **5. Public Notification and Access to Application Information**

The release of information contained in application forms and documentation submitted in support of applications for approval is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. This Act defines what may and what may not be disclosed to the public, and is used to assess all requests for information contained in the documents on file with applications for approval.

The information submitted with applications for approval may also be subject to the *Environmental Bill of Rights*, which requires that the public be notified of, and allowed to comment on applications for approval of certain types of proposals. In those situations, the application and the associated non-confidential supporting documentation is made available for review by members of the public.

The applicants should therefore identify all documents which are to be considered confidential and must provide detailed evidence in support of this claim. This evidence will be one of the factors the Ministry would consider when making a decision regarding disclosure of specific documents on file.

## **6. False Information**

It is an offence under section 98 of the *OWRA* to knowingly give false information to the Ministry in respect to matters under the Act or regulations. Penalties for this and other violations could result in fines of up to \$10,000 for the first conviction and up to \$25,000 for each subsequent



conviction where the offence is committed by an individual and \$50,000 and \$100,000 respectively where the offence is committed by a corporation.

## **7. Questions Regarding Filing Applications for Approval**

For any assistance or advice regarding the filing of applications for approval of industrial sewage works, the Environmental Assessment and Approvals Branch of the Ministry may be contacted at the following address and telephone numbers:

Environmental Assessment and Approvals Branch  
2 St. Clair Avenue West  
Floor 12A  
Toronto, Ontario  
M4V 1L5

Tel. (416) 314-8001 or (Toll Free) 1-800-461-6290  
Fax. (416) 314-8452



## PART II - INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

Unless otherwise directed by the Environmental Assessment and Approvals Branch (EAAB), applications must be submitted using the *Application for Approval of Industrial Sewage Works* form. This form is designed to be used for all industrial sewage works applications **and must be completed in its entirety unless a particular item is not applicable or the form or this Guide instructs otherwise. Incomplete applications will be returned to the applicant. If a particular item is not applicable, "N/A" must be entered to indicate that the item has been considered.**

### Section 1. Client Information

Client Information identifies the individual or organization having legal responsibility for the proposed works/facilities. Normally, the Client is the legal Owner of the works/facilities. If another individual or organization, formally authorized by the Owner, applies for approval on behalf the Owner, it is still the Owner who is considered to be the Client for the purposes of the application.

The following information about the Client is to be provided in this Section:

#### 1. Client Information (Owner of works/facility)

Client Name (legal name of individual or organization as evidenced by legal documents)		Business Identification Number
Business Name (the name under which the entity is operating or trading if different from the Client Name - also referred to as trade name)		
Client Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Federal Government <input type="checkbox"/> Individual <input type="checkbox"/> Municipal Government <input type="checkbox"/> Partnership <input type="checkbox"/> Provincial Government <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other (describe):		Activity Classification Code/Standard Industrial Classification Code (if unknown please complete Business Activity Description)
Business Activity Description (a narrative description of the business endeavour, this may include products sold, services provided or machinery/equipment used, etc.)		
Is the client a MISA Discharger? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, name the industrial sector:

**Note:** If the Client submits with the application a copy of the Master Business Licence (MBL) obtained from the Ontario Ministry of Consumer and Commercial Relations, this Section does not need to be completed except for its Business Identification Number, Activity Classification Code and/or Business Activity Description, and MISA Discharger items. [ For information of the MBL the Client may call the Ontario Business Connections (Ontario Ministry of Consumer and Commercial Relations) at 1-800-565-1921 or (416)314-9151, or access their Internet website at <http://www.ccr.gov.on.ca>.]

**Client Name** - this is the legal name of the Client, as evidenced by legal documents, where the Client may be an individual or an organization.

**Client Type** - this is the type of legal entity that the Client represents. The Client must check one of the following choices provided by the form:

- **Corporation** - an incorporated entity having the status of a legal person having its own rights and responsibilities distinct from those of its owners/shareholders
- **Individual** - a private person
- **Partnership** - an unincorporated business having two or more owners who may be individuals, corporations or other unincorporated businesses
- **Sole Proprietor** - an individual being a single (sole) proprietor of an unincorporated company operating under a name registered under the Business Names Act
- **Federal Government** - a federal department or agency
- **Provincial Government** - a provincial ministry or agency
- **Municipal Government** - a municipal corporation or authority
- **Other** - this choice must be checked where none of the above specific types of entities apply to the Client, and the Client must specify the “other” type of entity which more appropriately describes the Client.

**Note: Unless the Client is a municipal, provincial or federal government, a proof of legal name of the Client must be submitted with all applications. An acceptable proof of legal name for a particular Client Type is provided by the following legal documents:**

- **Corporation (Ontario):** Form 1,2 or 3 under the Corporations Information Act as obtained from the Ontario Ministry of Consumer and Commercial Relations
- **Corporation (Canada):** Articles of Incorporation, Articles of Continuance (Form 11) or Articles of Amendment (Form 4) under the Canada Business Corporations Act as obtained from the Department of Consumer and Corporate Affairs
- **Individual:** Birth certificate, passport or other document verifying legal name of the individual
- **Partnership (Limited):** Declaration under the Limited Partnerships Act as obtained from the Ministry of Consumer and Commercial Relations;
- **Partnership (General):** Documents verifying legal names of all entities constituting the partnership appropriate for the type of each individual entity
- **Sole Proprietor:** Birth certificate, passport or other document verifying legal name of the individual

**Business Identification Number** - this is the number assigned to all registered business names by the Companies Branch of the Ontario Ministry of Consumer and Commercial Relations.

**Business Name** - this is the name under which the Client is operating or trading, and must be provided if it is different from the Client's legal name.

**Activity Classification Code/Standard Industrial Classification Code** - this is the (Canadian) Standard Industrial Classification (CSIC) code under which the Client's business endeavour is classified, as determined in accordance with the Statistics Canada publication "Standard Industrial Classification", 1980.

**Note: Do not enter the United States SIC (USSIC) or International SIC (ISIC) codes. If the applicable CSIC code is unknown to the Client, the Business Activity Description field of the application must be completed.**

**Business Activity Description** - this is a narrative description of the Client's business endeavour, which must be provided if the Client does not know the (Canadian) Standard Industrial Classification code under which the Client's business endeavour is classified. This may include the products manufactured or sold, services provided, machinery/equipment used, etc.

**MISA Discharger** - this is a statement indicating whether the Client's business is subject to the requirements of any of the Clean Water Regulations under the Environmental Protection Act.  
**Industrial Sector (MISA)** - this is the industrial sector, as defined in any of the Clean Water Regulations, which the Client's business represents. This information must be provided if the Client's business is subject to the requirements of any of the Clean Water Regulations.

## **Section 2. Client Physical Address**

Client Physical Address is the physical location of the Client's business head office or, if the Client is an Individual or Sole Proprietor, the Client's place of permanent residence.

**Note: If the Client submits with the application a copy of their Master Business Licence (MBL) obtained from the Ontario Ministry of Consumer and Commercial Relations, this Section does not need to be completed. [See Note under Section 1 - Client Information.]**

The following Client address information is to be provided in this Section:

### **2. Client Physical Address - Complete A, C and D or B, C and D**

A. Civic Address- Street information (applies to an address that has civic numbering and street information includes street number, name, type and direction)	Unit Identifier (identifies type of unit, such as suite & number)
---	---

B. Survey Address <i>(used for a rural location specified for a subdivided township, an unsubdivided township or unsurveyed territory)</i>					
Lot and Conc.: used to indicate location within a subdivided township and consists of a lot number and a concession number.	Lot	Conc.	Part and Reference: used to indicate location within an unsubdivided township or unsurveyed territory, and consists of a part and a reference plan number indicating the location within that plan. Attach copy of the plan.	Part	Reference Plan
C. Municipality/Unorganized Township	County/District		Province/State	Country	Postal Code
D. Telephone Number <i>(including area code &amp; extension)</i>			Fax Number <i>(including area code)</i>	E-mail Address	

**Civic or Survey Address** - this is the address identifying physical location within a municipality, unorganized township or an unsurveyed territory, and must be provided as follows:

- **Civic Address (Street Information)** - the type of address used in urbanized areas, consisting of Street Number, Name, Type and Direction, and Unit Identifier, e.g., 437 Park Drive West, Unit 7, **or**
- **Survey Address (Lot/Concession)** - the type of address used in rural and suburban areas of subdivided municipalities, consisting of Lot and Concession Number, e.g., Lot 22, Concession VII, **or**
- **Survey Address (Lot/Plan)** - the type of address used in unsubdivided townships and unsurveyed territories, consisting of Lot Number, and Reference Plan Name and/or Number, e.g., Lots 4, 5 & 6, Plan 4.

**Note: A copy of the reference plan must be submitted with the application.**

**Non-Address Information** - this is any additional information which may clarify location, it may include the community name, location in relation to roads and intersections, etc.

**Municipality/Unorganized Township** - this is the name of the lower tier municipality or unorganized (geographic) township (not the name of the community/settlement), and it must include the type of municipality (i.e., City, Town, Village, Township, or geographic township), e.g., Barrie City, Cardinal Village, Rideau Township, Canis Bay geographic township.

**County/District** - this is the name of the upper tier municipality (Regional Municipality, County or District Municipality), or geographic District or territory within which the Municipality/Unorganized Township is located.

**Note: Do not include in the name the type of the upper tier municipality or geographic district, e.g., Halton (for R.M. of Halton), Simcoe (for County of Simcoe), or Algoma (for District of Algoma).**

**Province/State, and Country** - these must be provided.

**Postal Code** - this is the postal code of the area where the clients business head office is located (not necessarily the same as the postal code for the Client's mailing address).

**Telephone Number** - telephone number must be provided, and must include the area code.

**Fax Number** and **E-mail Address** - these should be provided if available.

### Section 3. Client Mailing Address

Client Mailing Address is the address where the Client wishes to receive the approval and any correspondence in relation to the application.

The following Client address information is to be provided in this Section:

#### 3. Client Mailing Address - Complete A and C or B and C

A. Civic Address - Street information (includes street number, name, type and direction)		<input type="checkbox"/> Same as Client Physical Address	Unit Identifier (identifies type of unit, such as suite & number)	
B. Delivery Designator: <input type="checkbox"/> Rural Route <input type="checkbox"/> Suburban Service <input type="checkbox"/> Mobile Route <input type="checkbox"/> General Delivery		Delivery Identifier (a number identifying a Rural Route, Suburban Service or Mobile Route)		
C. Municipality	Postal Station	Province/State	Country	Postal Code

**Note: If the Client submits with the application a copy of their Master Business Licence (MBL) obtained from the Ontario Ministry of Consumer and Commercial Relations, this Section does not need to be completed. [See Note under Section 1 - Client Information.]**

**Civic Address or Delivery Designator and Identifier (Non-Civic Address)** - this is the address identifying location for mail delivery purposes, and must be provided as follows:

- **Civic Address (Street Information)** - this is the type of mailing address used in urbanized areas, and it consists of Street Number, Name, Type and Direction, and Unit Identifier. If the delivery address is a Post Office Box Number, it should be provided in the Street Information area of the form (do not put P.O. Box # in the Unit Identifier area or the Delivery Designator area of the form), e.g., 437 Park Drive West, Unit 7, or P.O. Box 4035, or
- **Delivery Designator and Delivery Identifier (Non-Civic Address)** - this is the type of mailing address used in other than urbanized areas, and it consists of a Delivery Designator (i.e., type of delivery: Rural Route, Suburban Service, Mobile Route, or General Delivery) and Delivery Identifier (i.e., the number identifying a particular Rural Route, Suburban Service, or Mobile Route), e.g., R.R. 2.

## Municipality or Postal Station

- **Municipality** - this is the name of the lower tier municipality within which the Client's Postal Station is located; the names of unorganized (geographic) townships cannot be used in Mailing Address, and for locations not within an organized municipality, the Postal Station must be identified instead.
- **Postal Station** - this is the name of the Client's Postal Station which is usually the name of the community or settlement within which the Postal Station is located; the Postal Station name is only required for locations not within an organized municipality.

**Province/State, Country, and Postal Code** -these must be provided.

## Section 4. Site Information

Site Information includes identification, description and location of the site where the proposed works are to be established or activity undertaken. The following site information is to be provided in this Section:

### 4. Site Information - (location where activity/works applied for is to take place)

Site Name		MOE District Office		Legal Description(attach copy of a legal survey)	
A. Site Address - Street information (applies to an address that has civic numbering and street information - includes street number, name, type and direction)				<input type="checkbox"/> Same as Client Physical Address Unit Identifier (identifies type of unit, such as suite & number)	
B. Survey Address (used for a rural location specified for a subdivided township, an unsubdivided township or unsurveyed territory) NOTE: Do not complete "B" if you completed "A."					
Lot and Conc.: used to indicate location within a subdivided township and consists of a lot number and a concession number.		Lot	Conc.	Part and Reference: used to indicate location within an unsubdivided township or unsurveyed territory, and consists of a part and a reference plan number indicating the location within that plan. Attach copy of the plan.	Part Reference Plan
Non Address Information (includes any additional information to clarify clients' physical location)					
Geo Reference		Map Datum		Zone Accuracy Estimate Geo Referencing Method UTM Easting UTM Northing	
Municipality/Unorganized Township		County/District		Postal Code	
Adjacent Land Use		Is the Site located in an area of development control as defined by the Niagara Escarpment Planning & Development Act (NEPDA)?			
<input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Recreational <input type="checkbox"/> Residential <input type="checkbox"/> Agricultural <input type="checkbox"/> Other(specify):		<input type="checkbox"/> Yes (If Yes, attach copy of NEPDA permit for the proposed activity/work) <input type="checkbox"/> No			
Is the Client the operating authority?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Is the Client the owner of the land (site)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If No, attach the operating authority name, address and phone number.		If No, attach the owner's name, address and consent for the installation and operation of the facilities.			



**Site Name** - this is the name under which the site is known, e.g., Trafalgar Refinery, Detour Lake Mine, Hilton Works.

**MOE District Office** - this is the name of the District Office of the Ministry of the Environment in whose area of jurisdiction the site is located (the District Office where a duplicate copy of the application must be sent by the Client), e.g., Halton-Peel District Office.

**Legal Description** - this is the legal description of the site as evidenced by a copy of legal survey of the property which must be enclosed with the application.

**Civic or Survey Address** - this is the address identifying physical location of the site within a municipality, unorganized township or an unsurveyed territory, and must be provided as follows:

- **Civic Address (Street Information)** - the type of address used in urbanized areas, consisting of Street Number, Name, Type and Direction, and Unit Identifier, e.g., 437 Park Drive West, Unit 7, **or**
- **Survey Address (Lot/Concession)** - the type of address used in rural and suburban areas of subdivided municipalities, consisting of Lot and Concession Number, e.g., Lot 22, Concession VII, **or**
- **Survey Address (Lot/Plan)** - the type of address used in unsubdivided townships and unsurveyed territories, consisting of Lot Number, and Reference Plan Name and/or Number, e.g., Lots 4, 5 & 6, Plan 4.

**Note:** A copy of the reference plan must be submitted with the application.

**Non-Address Information** - this is any additional information which may clarify location, it may include the community name, location in relation to roads and intersections, etc.

**Site Geo-Reference** - this is the geographic location of the site identified as point, line or polygon coordinates of the site in reference to the Universal Transverse Mercator (UTM) grid adopted for this purpose by the Ministry. The Client is encouraged to provide the geo-reference data for all sites, however, if the site is located within an unsurveyed territory or an unsurveyed township (i.e., whose physical address is not a civic address or Lot# and Concession#), the information must be provided, and applications involving such sites will be considered incomplete if the geo-reference data is missing. The geo-reference data required to be provided is as follows:

- **Map Datum** -this is the UTM datum of the map or GPS (Global Positioning System) used to specify position of the point or points of reference; currently, there are two map datums in use in North America, namely, the North American Datum 1927 (NAD27) and NAD83. The NAD83 is preferred as the current Ontario Base Maps are constructed using this datum, however NAD27 is acceptable.

- **Zone** - this is the UTM Zone within which the site is located; there are four UTM Zones within Ontario, namely 15, 16, 17 and 18.
- **Accuracy Estimate** - this is the accuracy (+/- metres) of the provided UTM Northing and Easting coordinates for the point(s) of reference; the accuracy of the data depends on the method the data is generated, e.g., the accuracy of direct geodetic survey may be less than 1 metre, a GPS (depending on its quality) may guarantee accuracy from 1-10 metres to more than 10-30 metres, and a topographic map a 10-100 metre accuracy.
- **Georeferencing Method** - this is the method used to generate the data for the provided UTM Northing and Easting coordinates for the point(s) of reference; these could be determination by geodetic survey, or estimation from a map, a GPS or the Gazetteer (<http://geonames.nrcan.gc.ca/cgndb/english/cgndb.html>) or any other specified method.
- **UTM Easting** - this is the distance in metres east from the western delimiter of the UTM Zone to the point of reference.
- **UTM Northing** - this is the distance in metres from the equator to the point of reference.

**Note: The site geo-reference point(s) identified in this section must be shown on the general site plan which must be submitted with all applications.**

**Municipality/Unorganized Township** - this is the name of the lower tier municipality or unorganized (geographic) township (not the name of the community/settlement), and it must include the type of municipality (i.e., City, Town, Village, Township, or geographic township), e.g., Barrie City, Cardinal Village, Rideau Township, Canis Bay geographic township.

**County/District** - this is the name of the upper tier municipality (Regional Municipality, County or District Municipality), or geographic District or territory within which the Municipality/Unorganized Township is located. Do not include in the name the type of the upper tier municipality or geographic district, e.g., Halton (for R.M. of Halton), Simcoe (for County of Simcoe), or Algoma (for District of Algoma).

**Postal Code** - this is the postal code of the area where the site is located (not necessarily the same as the postal code for the site's mailing address).

**Adjacent Land Use** - this is the existing land use in the lands adjacent to the site; at least one of the provided choices (i.e., Industrial, Residential, Commercial, Agricultural, Recreational, Drinking Water Supply, or Other) must be identified: if "Other" is checked, it must be explained in the space provided.

**Location within NEPDA Development Control Area** - this is a statement indicating whether the project is to be located within the area of development control as defined by, and subject to the Niagara Escarpment Planning and Development Act (NEPDA).

**Note: If the project is subject to the NEPDA, a copy of a NEPDA development permit must be submitted with the application. For information on this issue the Client should contact an office of the Niagara Escarpment Commission in Grimsby, Georgetown or Thornbury.**

**Operating Authority** - this is a statement indicating whether the Client is to be the Operating Authority for the proposed works.

**Note: If Client is not the Operating Authority, the name, mailing address and telephone number of the Operating Authority should be submitted as an attachment to the application.**

**Owner of the Land (Site)** - this is a statement indicating whether the Client is the owner of the site of the proposed works.

**Note: If Client is not the owner of the site, the name and mailing address of the land owner, and their written consent for the establishment and operation of the proposed facilities must be submitted as an attachment to the application.**

## Section 5. Project Technical Information Contact

The Project Technical Information Contact is an individual identified by the Client as one who is familiar with the technical details of the proposal and may be contacted for any additional technical information that may be required during the Ministry's review of the application. This person would normally be the engineer responsible for the design of the works or a person having the authority to effect design changes if it is determined to be necessary in order to meet Ministry requirements.

**Note: In accordance with the Professional Engineers Act, only properly licensed engineers may practise professional engineering in the Province of Ontario. As such, all engineering associated with applications for approval must be prepared and properly certified by a professional engineer licensed in Ontario. For further details in this regard, please refer to the Professional Engineers Act and the regulations thereunder.**

The following information about the Project Technical Information Contact is to be provided in this Section:

### 5. Project Technical Information Contact - Complete A, B, D and E or A, C, D, and E

A. Name		Company		<input type="checkbox"/> Same as Client Name
Contact Address		<input type="checkbox"/> Same as Client Mailing Address		Unit Identifier ( <i>identifies type of unit, such as suite &amp; number</i> )
B. Civic Address - Street information ( <i>includes street number, name, type and direction</i> )				
C. Delivery Designator: <input type="checkbox"/> Rural Route <input type="checkbox"/> Suburban Service <input type="checkbox"/> Mobile Route <input type="checkbox"/> General Delivery		Delivery Identifier ( <i>a number identifying a Rural Route, Suburban Service or Mobile Route delivery mode</i> )		

D. Municipality	Postal Station	Province/State	Country	Postal Code
E. Telephone Number (including area code & extension)		Fax Number (including area code)	E-mail Address	

**Name** - this is the name of the individual to be identified by the Client as the Project Technical Information Contact.

**Company** - this is the name of the Company (e.g., a consulting engineering firm) that the person identified by the Client as the Project Technical Information Contact represents (if applicable).

**Contact Address** - this is the address under which the Project Technical Information Contact may be contacted **by mail**, and as the Client Mailing Address (see instructions for Section 3 “Client Mailing Address”), must include:

- **Civic Address** or **Delivery Designator and Identifier (Non-Civic Address)**,
- **Municipality** or **Postal Station**, and
- **Province/State**, **Country**, and **Postal Code**.

**Contact Telephone Number** - telephone number (including area code) must be provided

**Contact Fax Number** and **E-mail Address** - these should be provided if available.

## Section 6. Project Information

Project Information identifies the project for which approval is being sought. The following information is to be provided in this Section:

### 6. Project Information

Type of Application: <input type="checkbox"/> New Certificate of Approval <input type="checkbox"/> Amendment to current Certificate of Approval		Current Certificate of Approval Number	Date of Issue (y/m/d)
Project Description Summary (If EBR is applicable, this summary will be used in the EBR posting notice)			
.....			
Project Name (Project identifier to be used as a reference in correspondence)	Receiver of Effluent Discharge	Watershed Name	
Project Schedule			
Estimated date for start of construction/installation	Estimated date for start of operation		

**Type of Application** - this item provides choices for the Client to indicate whether the application is a request for a new Certificate of Approval or an amendment to an existing Certificate of Approval. The choice should be made based on the following:

- **A New Certificate of Approval** - this choice is to be indicated if the proposed works are not associated with any existing works on the site of the proposed works, or there is no record of any previous approvals for the existing works,
- **An Amendment to an Existing Certificate of Approval** - this choice is to be indicated if the proposal involves (a) establishment of new works on the site of any existing previously approved works and the new works are to become part of the existing works, or (b) modifications to any previously approved works, or (c) amendments to the terms or conditions of an existing approval.

**Existing Certificate of Approval Number and Date of Issue** - this are the number and date of issue of the existing certificate that is to be amended, and must be provided if “Amendment to Existing Certificate of Approval” is indicated in the “Type of Application” box . Also, a copy of the existing certificate and any previously issued amending Notices should be enclosed with the application in such a case.

**Project Description Summary** - this is a brief description of the proposed new or additional works (including the size and/or treatment capacity of the works), and/or modifications to the existing works (including resulting change in the treatment capacity of the works, if applicable), and the receiver of the effluent for sewage works, and/or the requested changes to the terms and/or conditions of the existing approval.

**Note: If the proposal is subject to the EBR, this description may be used as a proposal abstract that is to be posted on the Environmental Registry for public notification.**

**Project Name** - this is a project identifier name by which the Client wishes the project to be identified in any correspondence from the Ministry in relation to the application for approval.

**Receiver of Effluent Discharge** - this is the name of the lake or stream (if unnamed or if it is a drainage ditch or storm sewer or ground sub-surface, provide an identifying descriptor) into which the final effluent from the sewage works is or is intended to be discharged.

**Watershed Name** -this is the name of the lake or river into which drains the “Receiver of Effluent Discharge”.

**Project Schedule** - these are the planned dates for the commencement of the construction/installation and operation of the proposed works/facilities.

**Note: These planned dates do not bind the Ministry, and although in some situations (e.g., works proposed to eliminate or reduce an existing health hazard or environmental problem) the Ministry will give consideration to these dates, generally, all applications for approval are processed chronologically in order of their receipt. Applications should be filed well ahead of the planned date for the commencement of construction to allow for the required application processing time. Construction or operation of any water or sewage works without first obtaining an appropriate OWRA approval is an offence under the Act**

and is subject to prosecution. For guidance on this issue please refer to Section 2 ( “When to File Applications”) in Part I of this Guide.

## Section 7. Other Approvals/Permits

### 7. Other Approvals / Permits

List all other environmental approvals/permits applied for related to this project or received in relation to this project under the *Environmental Protection Act* (discharges to air, waste management, etc.) and the *Ontario Water Resources Act* (water works, sewage works).

.....

.....

In this section of the application form, the Client is to identify all other approvals and/or permits that are required for the proposed works under the Acts and Regulations administered by the Ministry of the Environment, namely the Ontario Water Resources Act and the Environmental Protection Act, and indicate whether these approvals/permits have been obtained or applied for.

## Section 8. Public Consultation/Notification

### 8. Public Consultation/Notification

Specify all public consultation/notification (such as public hearings, notification of First Nations, etc.) related to the project that has been completed or is in the process of being completed.

In this section of the application form, the Client is to identify all public consultation and notification related to the project, such as public hearings, notification to the First Nations, notices in newspapers, etc., that has been completed or is in the process of being completed.

## Section 9. Environmental Bill of Rights (EBR) Requirements

In the Environmental Bill of Rights (EBR) Requirements section, the Client must indicate whether the proposal is subject to any requirements of the Act Respecting Environmental Rights in Ontario Act, also called the Environmental Bill of Rights (EBR), and if so, whether or not the proposal is believed to be excepted from the EBR public participation requirement, and for those believed to be excepted, the reason for the exception, as follows:

### 9. Environmental Bill of Rights Requirements

Is this a proposal for a Prescribed treatment under EBR?	If "Yes," is it excepted from public participation?	If it is excepted from public participation provide reason:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Equivalent Public Participation	<input type="checkbox"/> Environmentally Insignificant Amendment or Revocation
		<input type="checkbox"/> Emergency	<input type="checkbox"/> EAA or Tribunal Decision
Documentation in support of the above noted exception must be provided (refer to "Guide")			

**Proposal for a Prescribed Instrument under EBR** - in this box, the Client must indicate whether or not the application is a proposal for an approval which is a prescribed instrument under the EBR. All types of EBR prescribed instruments (i.e., the types of instrument proposals subject to any EBR requirements) are listed and classified in Regulation 681/94, "Classification of Proposals for Instruments", issued under the Act Respecting Environmental Rights in Ontario Act.

**Note:** In accordance with Reg. 681/94, a section 53 OWRA approval (sewage works) is an EBR prescribed instrument only if the proposed sewage works are crossing a municipal boundary or if the sewage works approval is intended to set new or increase existing limits on the discharge of specific contaminants from a discharge point to surface waters. [For further details, please refer to "Environmental Bill of Rights" in Appendix A of this Guide.]

**Proposal Excepted from Public Participation** - in this box, if the application is a proposal for an EBR prescribed instrument, the Client must indicate whether or not the proposal is believed to be excepted from the public participation requirement under the EBR.

**Note:** The EBR allows for exception from the public participation requirement only in the specific situations identified under the Reasons for Exception from Public Participation

**below. If none of the allowed reasons are applicable, the proposal cannot be excepted from public participation.**

**Reasons for Exception from Public Participation** - if the proposal is requested to be excepted from public participation, the Client must indicate which one of the situations identified by the EBR as legitimate reasons for exception from the public participation requirement is applicable to the proposal. One of the following options (reasons) provided in the application form must be checked, and where applicable, the required additional information must be provided:

- **Equivalent Public Participation (section 30, EBR)** - An equivalent public participation is a situation where all environmentally significant aspects of the proposal have already been considered in a process of public participation that was substantially equivalent to the requirements under the EBR.

**Note: Where this situation is indicated as applicable to the proposal, the Client must include with the application an attachment providing details of the completed province-wide public participation including: the type of province-wide public participation, how it was conducted, number of people that participated, the type of public comments, any actions taken as a result of the public comments, an indication whether or not Ministry' staff were involved in the process, and any relevant documentation verifying the public participation.**

- **Emergency (section 29, EBR)** - An emergency is a situation where the delay involved in giving notice to the public, allowing time for public response to the notice, or considering the response to the notice would result in danger to health or safety of a person, harm or serious risk of harm to the environment, or injury or damage or serious risk of injury or damage to a property.

**Note: Where this situation is indicated as applicable to the proposal, the Client must include with the application an attachment providing information demonstrating that there is an emergency situation and that the proposal will alleviate the adverse effects of the emergency situation.**

- **Environmentally Insignificant Amendment or Revocation (section 22, EBR )** -An environmentally insignificant amendment or revocation is a proposal for an amendment to, or revocation of, an existing approval which will have insignificant effect on the environment.

**Note: Where this situation is indicated as applicable to the proposal, the Client must include with the application an attachment providing information demonstrating that the proposed amendment/revocation will have no significant impact on the environment.**

- **EAA or Tribunal Decision (section 32, EBR)** - An EAA or tribunal decision is a situation where the proposal is a step towards the implementation of an undertaking proceeding



in accordance with a completed environmental assessment process approved under the Environmental Assessment Act or a decision of a public tribunal which provided an opportunity for public participation.

**Note:** Where this situation is indicated as applicable to the proposal, the Client must provide proof of completion of the applicable environmental assessment process, or a copy of the tribunal decision.

**Note:** For further clarification on the issues of EBR, please refer to “Environmental Bill of Rights” in Appendix A of this Guide, or the Ministry publication entitled "The Requirements of the Environmental Bill of Rights for Prescribed Instruments".

## Section 10. Supporting Information Checklist

The Supporting Information Checklist includes all major types of information and documentation which may be required in support of an application for approval of water or sewage works. [Note: A detailed outline of the supporting information and documentation requirements for various types water and sewage works proposals is provided in Part III of this Guide.]

The Checklist must be completed as follows:

### 10. Supporting Information Checklist - This is a list of all supporting information to this application and is subject to the FOIPPA and EBR.

Supporting information		Attached		Reference	Can be disclosed	
		General				
	<input type="checkbox"/> Yes	<input type="checkbox"/> No			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	.....		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No			<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Technical				
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	.....		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	.....		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other Attached Information	<input type="checkbox"/> Yes	<input type="checkbox"/> No			<input type="checkbox"/> Yes	<input type="checkbox"/> No

- For all items of the Checklist (i.e., all listed types of supporting information), the Client must indicate in the **"Attached" column** whether or not the particular type of information is enclosed with the application. This ensures that, where a particular type of information is not submitted with the application, it is not by omission but because the Client has determined that the information is not relevant to the proposal.
- For all submitted (“attached”) supporting information, the Client must identify in the **"Reference" column** the attachment which contains the information (e.g., report name and chapter/page number, or drawing title, number, revision number and date), and indicate in the **"Disclosable" column** whether or not the Client considers the submitted information confidential. [Note: For clarification on the issue of confidentiality and release of information, please refer to “Public Notification and Access to Application Information” in Part I of this Guide]

- For any submitted supporting information which does not fall within the definition of any of the specific items on the Checklist, the Client should identify it as "Other Attached Information", and complete the columns as above.
- Where the Client wishes the Ministry to consider as supporting information for the application any information submitted previously (e.g., with another application), the "Attached" column of the item should be checked as "No", and the "Reference" column must identify the Certificate of Approval number and the associated document which contains the information.

## Section 11. Application Fee

The Application Fee is the processing charge required to recover the cost incurred by the Ministry in processing the application for approval. The charge applicable to a particular application is established in accordance with the Ontario Regulation 364/98 entitled "Regulation Made Under the Ontario Water Resources Act - Fees - Approvals". The Regulation sets out in detail the fee components applicable to various types of applications for approval.

The Application Fee table of the application form must be completed based on the **Summary of Sewage Works Application Costs sheet enclosed with the application form** (also provided in Appendix D of this Guide), as follows:

### 12. Application Fee

Category Code	Category Description	Amount	Quantity	Sub Total
				Total:

**Category Code** and **Category Description** - these are identifiers of an individual aspect of a particular type of application for approval (cost category) to which a separate fee applies, as shown in the Summary of Cost sheet. All cost categories applicable to the particular application for approval must be listed in the Application Fee table, including the categories which indicate no fee (i.e., \$0).

**Amount** - this is the individual fee amount applicable to the individual cost category, as shown in the Summary of Cost sheet.

**Quantity** - this is the number indicating how many individual facilities or systems under a particular cost category are the subject of the application for approval (e.g., if the application

involves two pumping station, the category applicable to a pumping station applies two times, i.e., the quantity is "2").

**SubTotal** - this is the total amount of fees under a particular cost category applicable to the application for approval.

**Total** - this is the total fee amount for the application for approval, i.e., the Application Fee.

**Note: For further clarification, the Client should also refer to the Regulation or to the Guide - Application Costs for Sewage Works, s.53, Ontario Water Resources Act. Ministry of the Environment.**

## **Section 12. Client Statement**

The Client Statement is the Client's affirmation that to the best of his/her knowledge, the information provided in the application form and the submitted supporting documentation is accurate and complete, and that the person identified in the application as the Project Technical Information Contact is authorized to act on the Client's behalf for the purpose of obtaining approval for the proposed works. This section must be completed as follows:

### **12. Statement of Client**

I, the undersigned hereby declare that, to the best of my knowledge, the information contained herein and the information submitted in support of this application is complete and accurate in every way and that the Project Technical Information Contact identified in section 5 of this form is authorized to act on my behalf for the purpose of obtaining approval under Section 53 of the OWRA for the sewage works identified herein.	
Name ( <i>please print</i> )	Title
Signature	Date ( <i>y/m/d</i> )

**Name**, and **Title** - these are the name and title of the Client (if the Client is an individual or a sole proprietor), or an individual authorized to sign documents on behalf of the Client.

**Note: If the person signing the application is not the Client who is an individual or a sole proprietor, or where the Client is a corporation and the person signing the application is not an officer of the corporation identified in the documents of incorporation (e.g., President, CEO, CAO, Municipal Clerk), the Client's written authorisation for the person signing the application must be enclosed with the application. For example, in case of a partnership, if one of the partners is signing the application, that person must be authorized by the other partner to do so on their behalf.**

**Signature**, and **Date** - the application must be signed and dated by the person identified above.

**Note: It is an offence under Section 98 of the Ontario Water Resources Act to knowingly give false information to the Ministry of the Environment with respect to matters under the OWRA.**

## **PART III - SUPPORTING INFORMATION REQUIREMENTS**

This section provides a detailed description of the information which is to be submitted in support of an application for approval. Due to the variety of proposals, it may still be necessary to submit more specialized information, if requested.

It must be emphasized that **all engineering design information must be prepared and properly certified by a professional engineer licensed in Ontario.**

### **1. Site Plan**

Site plans should be drawn to a scale of approximately 1:5000 or larger and should identify the following:

- Property and municipal boundaries, roads, rail tracks;
- Waste disposal sites and temporary holding areas for waste;
- Geographic north should be indicated on every plan;
- Manufacturing, process, administrative, office and laboratory buildings and free standing process units;
- Storage areas and loading/unloading areas;
- Lay out of all wastewater treatment facilities including lagoons, ponds, tank sumps with clearly labelled incoming streams;
- All effluent streams, storm water ditches and conduits, sewer systems (e.g., sanitary, storm, process etc.), open channels/ditches, emergency overflows, discharge points to, and intakes from, the local watercourses together with the direction of flow. All separate systems should be labelled clearly and differentiated from one another; and
- The locations of existing or proposed wastewater sampling points, sampling devices, auto-analyzers and flow measuring devices. Where applicable, Ministry MISA control points should be noted.
- The areas and components of the works under consideration for approval should be highlighted.

Note: All dimensions and sizes should be in metric units.

### **2. Sewage Quantity and Quality Characteristics**

A brief process description of the production operations should be provided, including names of raw materials, chemicals used or stored on the site and the finished products.

The characteristics of all main raw wastewater streams as they enter the sewage works must be identified. The characteristics for process wastewater streams must include the peak and average flow rate, temperature, concentration of all design parameters that are known to be present or for which a limit is prescribed in a regulation.

The characteristics for cooling water streams must include the peak and average flow rates, temperature, concentration of all cooling water additives and a list of all contaminants that may enter the stream through leaks or spills to the system. Where possible, the expected concentration of those contaminants entering the system through leaks and spills should be reported.

The characteristics for storm water streams must include the peak flow rate for the design storm, a list of contaminants that may be present and an expected range in concentration for each of these contaminants.

For existing sources, the reported concentration should be based on monitoring results. If this is not possible, best estimates may be used.

### **3. Design Brief/Report**

The basis for design for all sewage works components must be supplied. The size of the unit, the value of all design variables used to determine that size and the design method or equation must be reported. The value of all design variables must be supported by bench scale experiments or reliable literature sources. Standard design methods should be used, however, new design methods may be used if they can be justified.

If the sewage works have potential to impact on other media, such as air, ground water or land, the basis for design must cover those measures used to prevent or mitigate the impact of the sewage works on that medium. For example, the basis for design of a sewage lagoon must address the water tightness of the lagoon. A geotechnical report should accompany the proposal and describe the design permeability, the construction materials to be used, the construction practices to be employed and the impact on ground water of any residual seepage from the lagoon.

For sewage works that use land application for disposal of sewage, a hydrogeological report must accompany the proposal which addresses the design methods for determining the appropriate hydraulic and contaminant loading rates for the soil, the impact on ground water, the impact on local surface water streams, if any, and buffer zones.

The design engineer responsible for the basis for design should be familiar with all Ministry guidelines relating to the subject. These should be discussed with the Ministry at the pre-application consultation stage.

#### **4. Engineering Drawings and Specifications**

The engineering drawings should contain:

- a sewage works process flow diagram,
- piping and instrumentation diagrams, and
- plan and profile drawings for all treatment works.

The drawings should show all dimensions and capacities in metric units.

The process flow diagram (PFD) must include all treatment steps, the direction of flow of all wastewater streams, recycle streams and waste streams and the location of all chemical addition points. The PFD must also show the maximum and average flow rates of all streams entering and leaving each component of the works as well as a mass balance for all design parameters around each treatment component.

Piping and instrumentation diagrams (P&ID) are required for the complete sewage works. P&IDs must include all controls, piping arrangements, pumps, valves and equipment capacities.

Plan and profile drawings (PPD) including sections are required for all major components of the treatment works. PPDs must verify that all sizing and configuration requirements determined by the process design calculations (basis for design) are incorporated into the equipment design. PPDs must contain elevations for inlets, outlets, weirs, etc.

A block diagram showing the various flow linkages should be included in order to provide a simplified overview of the works and their function. Where the works are additions to existing systems, the new components should be highlighted on the various diagrams.

#### **5. Environmental Impact Analysis**

##### **5.1 Surface water impact**

For new or expanded facilities with a direct surface discharge, the present downstream use and assimilative capacity of the receiver must be reported. The requirements for the assimilative capacity study must be discussed with the MOE staff during pre-application consultation. The requirements will vary from site to site, however, in general, the proponent should provide the following information:

- Limiting Conditions within the Receiving Water Body, including:

- low flow conditions in the receiving water body, e.g., the 7Q20 for a stream, i.e., the 7-day average low flow occurring once in 20 years,
- the 75th percentile background concentration for each parameter of concern,
- the maximum allowable downstream increase for each parameter of concern, e.g., the difference between the background level and the Provincial Water Quality Objective (PWQO), and
- a proposed waste load allocation for the facility based on the entire watershed and watershed users (downstream/upstream).
- Actual Effluent Flow, including:
  - design daily/monthly flow or average daily/monthly flow for one year if the data are available.
- Actual Effluent Quality, including:
  - the maximum expected loading at design flow and the highest concentration under normal operation for all parameters of concern in the final effluent.
- Impact Analysis, including:
  - methods used to reduce impact of the effluent on the receiving water body, e.g., use of diffusers, effluent and receiving water density considerations, discharging at rates proportional to stream flow, etc., and
  - in-stream monitoring programs to ensure that information is available to assess acceptability of the effluent impact.
- Proposed Mixing Zone:
  - The "mixing zone", defined as "the area of water contiguous to the point source where the water quality does not comply with the Provincial Water Quality Objectives", should be mapped out for the proposed maximum allowable discharge rate. The allowance of a mixing zone may depend on the sensitivity of the receiver. The proponent must also report on the acute toxicity of the effluent at the end of the pipe and in the mixing zone.

## 5.1 Groundwater aquifer impact

A ground water impact assessment must be undertaken by the proponent for all activities (production related or sewage works) that may impact in any way on the groundwater aquifer, e.g., material storage areas, disposal of sewage on land, seepage from lagoons or tailings basins, etc.

The requirements for the groundwater impact assessment will vary from site to site and should be discussed with the Ministry staff during pre-application consultation. In general, the proponent should provide the following information:

- the background levels of contaminants in the ground water;
- the expected discharge rate of contaminants to the ground water;
- an allowable amount of degradation based on the current and potential future uses of the ground water, i.e., "reasonable use concept";
- measures taken to reduce and prevent ground water contamination; and
- an appropriate monitoring program to assess the proposed control measures and downstream impacts.

When conducting environmental impact analysis, proponents should refer to the following Ministry publications:

- "Water Management, Goals, Policies, Objectives and Implementation Procedures of the Ministry of the Environment", Revised May 1984.
- Deriving Receiving-Water Based Point-Source Effluent Requirements for Ontario Waters, Ministry of the Environment, July 1994.
- Policies, Guidelines - Provincial Water Quality Objectives, Ministry of the Environment, July 1994.

## **6. Stormwater Management Report**

For applications involving stormwater management (ie quantity control or quality control or both), a stormwater management report must be prepared and submitted with the application. The stormwater management report should include, but not necessarily be limited to, the following:



- Identification of the drainage area and the receiving water body.
- Summary of the design criteria (e.g., minimum stream baseflow, maximum stream peak flow, land use restrictions, i.e., maximum percentage of imperviousness, minimum watercourse buffer strips, required level of treatment, etc.) and identification of their sources (i.e., Master Drainage Plan, Watershed Plan and/or Sub-Watershed Plan) or names of the authorities (Municipality, Conservation Authority, Ministry of Natural Resources, Ministry of the Environment) who established or approved the design criteria.
- Summary of design storms and flows generated for pre-development, uncontrolled post-development, controlled post-development conditions with hydrographs, including the methodology used for calculations (computer models, rational method, runoff coefficients etc.).
- Hydraulic capacity of the receiving watercourse, swale, natural channel or existing storm sewers to accept the design flows, including water balance calculations for determining the receiving stream baseflow.
- Identification of the type of the proposed stormwater detention facility, e.g., roof top, parking lot, underground storage (oversized sewer, detention tank), detention pond (wet and/or dry) or infiltration pond.
- Identification of the type of the proposed stormwater quality control facilities, e.g., on-lot source control, infiltration (i.e., perforated pipes, trenches, swales, basins, etc.), stormwater ponds (i.e. wet, extended wet, extended dry), wetlands, disinfection facilities.
- Description and design details (including calculations) of the stormwater management works, including minor and major stormwater conveyance systems and stormwater quantity and quality control facilities, together with the discharge control and emergency overflow features, and any temporary and permanent erosion and sediment control facilities.
- Hydraulic routing of the design and major (i.e., 100-year or Regional) storms through the works, including hydrographs.
- Detailed description of the proposed operation and maintenance procedures for the works.

## **7. Other Information**

Depending on the nature of the proposal there may be a need to submit additional special information specific to that proposal. For example, for sites where chemicals are to be stored on site, the proponent must include a spill prevention and containment plan.



# **APPENDICES**



## APPENDIX A

### APPROVALS LEGISLATION OVERVIEW

This overview provides a summary of the key elements of the Ontario Water Resources Act (OWRA) and other legislation as they relate to the approvals process under section 53 of the OWRA. The summary is not comprehensive and for full review of the applicable requirements the proponent should refer to the actual legislation. It is the proponent's legal obligation to be aware of, and to understand all requirements of the Ontario Water Resources Act (OWRA) and other applicable legislation.

#### 1. ONTARIO WATER RESOURCES ACT (OWRA)

The Ontario Water Resources Act (OWRA) provides for the protection and conservation of the water environment, and the control of the quality of drinking water supplied to the public.

##### 1.1 Definitions

Section 1 of the OWRA defines, among others, the following terms used in the Act:

*"Municipality" means the corporation of a county, metropolitan area, regional area, district area, city, town, village, township or improvement district and includes a local board thereof and a board, commission or other local authority exercising any power with respect to municipal affairs or purposes, including school purposes, in an unorganized township or unsurveyed territory;*

*"owner" means a municipality or person having authority to construct, maintain, operate, repair, improve or extend water works or sewage works;*

*"person" includes a municipality;*

*"sewage" includes drainage, storm water, commercial wastes and industrial wastes and such other matter or substance as is specified by regulations made under clause 44(1)(i);*

*"sewage works" means any works for the collection, transmission, treatment and disposal of sewage or any part of any such works, but does not include plumbing or other works to which the regulations made under clause 44(2)(a) apply;*

*"waters" means a well, lake, river, pond, spring, stream, reservoir, artificial watercourse, ground water or other water or watercourse;*

*"water works" means any works for the collection, production, treatment, storage, supply and distribution of water, or any part of any such works, but does not include plumbing or other works to which regulations made under clause 44(2)(a) apply.*

## 1.2 Water Works

The requirements regarding establishment and operation of water works are contained in section 52 of the Act.

Subsection 52(1) stipulates the requirement to obtaining an approval for the establishment of new water works or any modifications to existing water works:

*No person shall establish, alter, extend or replace new or existing water works except under and in accordance with an approval granted by a Director.*

Subsection 52(7) also prohibits operation of unapproved water works:

*No person shall use or operate water works for which an approval is required under subsection (1) unless the required approval has been granted and complied with.*

Subsection 52(9) stipulates that the water works approval requirement under section 52 **does not apply**:

- (a) *to a water works to be used only for supplying water for agricultural, commercial or industrial purposes, that is not required under any act or regulation to be fit for human consumption;*
- (b) *to a water works not capable of supplying water at a rate greater than 50,000 litres per day;*
- (c) *to a privately owned water works to be used to supply water only for five or fewer private residences; and*
- (d) *to such water works as may be exempted therefrom by regulations made under this Act.*

The Director for the purpose of this section is an employee of the Environmental Assessment and Approvals Branch of the Ministry of the Environment so designated under section 5 of the Act.

**Note: Subsection 52(9) exempts most industrial water supply systems from the requirement to obtain approval under Section 52. However, if a particular system does not fit into any of the categories of exempted water works listed in subsection 52(3), a Section 52 approval (using an Application for Approval of Municipal and Private Water Works form) must be obtained separately from the Section 53 approval for industrial sewage works.**

### 1.2.1 Permit to Take Water

The requirements regarding taking of water from the environment for any purpose are contained in section 34 of the Act.

This section stipulates that "*no person shall take more than a total of 50,000 litres of water in a day*" from any ground and/or surface waters "*without a permit issued by the Director.*"

A Director for the purpose of this section is an employee of any Regional Office of the Ministry of the Environment so designated under section 5 of the Act.

**Note: If a proposal for water works subject to the requirements of section 52 of the Act involves a new water intake/well or an existing intake/well with a change in quantity or rate of withdrawal of water, the proponent must obtain a Permit to Take Water from the appropriate Regional Office of the Ministry before submitting the application for approval of water works under Section 52 OWRA.**

### 1.3 Sewage Works

The requirements regarding establishment and operation of sewage works are contained in section 53 of the Act.

Subsection 53(1) stipulates the requirement to obtain an approval for the establishment of new sewage works or any modifications to existing sewage works:

*No person shall establish, alter, extend or replace new or existing sewage works except under and in accordance with an approval granted by a Director.*

Subsection 53(5) also prohibits operation of unapproved sewage works:

*No person shall use or operate sewage works for which an approval is required under subsection (1) unless the required approval has been granted and complied with.*

Subsection 53(6), as amended by the Services Improvement Act, 1997, stipulates that the sewage works approval requirement under section 53 **does not apply**:

- (a) *to a sewage works from which sewage is not to drain or be discharged directly or indirectly into a ditch, drain or storm sewer or a well, lake, river, pond, spring, stream, reservoir or other water or watercourse;*
- (b) *to a privately-owned sewage works designed for the partial treatment of sewage that is to drain or be discharged into a sanitary sewer;*
- (c) *to a sewage system that is subject to the Building Code Act, 1992;*
- (d) *to a sewage works the main purpose of which is to drain agricultural lands;*
- (e) *to a drainage works under the Drainage Act, the Cemeteries Act, the Public Transportation and Highway Improvement Act or the Railways Act;*
- (f) *to such sewage works as may be exempted therefrom by regulations made under this Act,*

but **does apply**:

*to a sewage works for the distribution of sewage on the surface of the ground for the purpose of disposing of the sewage.*

Subsection 53(6.1), added to the OWRA by the Services Improvement Act, 1997, stipulates that the sewage works approval requirement under section 53 also applies to the sewage works described in clause 53(6)(a), i.e., “*sewage works from which sewage is not to drain or be discharged directly or indirectly into a ditch, drain or storm sewer or a well, lake, river, pond, spring, stream, reservoir or other water or watercourse*”, if:

- (a) *the sewage works have a design capacity in excess of 10,000 litres per day;*
- (b) *more than one sewage works is located on a lot or parcel of land and they have, in total, a design capacity in excess of 10,000 litres per day; or*
- (c) *the sewage works are not located wholly within the boundaries of the lot or parcel of land on which is located the residence or other building or facility served by the works.*

The addition of the new subsection 53(6.1) introduced to OWRA by the Services Improvement Act, 1997, has brought under the requirements of this section all communal and large individual sewage collection and treatment systems with **subsurface effluent disposal** (e.g., large septic tank and leaching bed systems), previously approved under Part VIII of the Environmental Protection Act by the local Health Units, Conservation Authorities and the Ministry’s District Offices.

Clause 53(6)(c) above, which through the Services Improvement Act, 1997 exempts from the approval requirement sewage systems subject to the Building Code Act, has replaced the previous exemption applying to all private sewage works serving five or fewer residences. With this change, and the addition of the new subsection 53(6.1), all sewage works other than the small (10,000 L/d or less) individual or multiple sewage systems located wholly within the boundaries of the lot or parcel of land on which are located the residence(s), building(s) or facility/ies which they serve, require a section 53 approval.

To clarify it further, (a) if a sewage system is larger than 10,000 L/d, it is an OWRA sewage works regardless of location; (b) if a single property contains several small systems (less than 10,000 L/d each) but the combined capacity of the systems exceeds 10,000 L/d, all those systems are OWRA sewage works regardless of their individual sizes; and (c) if the system is not contained entirely within the property of the building (or buildings) it serves, it is an OWRA sewage works regardless of the size of the system.

**Note: A sewage works whose purpose is the site stormwater management is excluded from the definition of plumbing under the Building Code Act (q.v.), and is therefore subject to the approval requirements of section 53 of the OWRA regardless of the size, location and ownership of the works.**

### 1.3.1 Hearing Requirements for Sewage Works



Sections 54 and 55 of the OWRA provide for mandatory and discretionary public hearings before granting approval for sewage works. Pursuant to section 54, where the proposed works would cross any municipal boundaries, a public hearing is mandatory. Where the works would not cross any municipal boundaries but are expected to have significant public interest, pursuant to section 55, the Director may require a public hearing to be held prior to granting approval.

#### **1.4 Refusal to Approve and Conditional Approval of Water and Sewage Works**

Pursuant to sections 52(4) and 53(4), if it deemed to be in the public interest to do so, the Director may:

- (a) refuse to grant the approval;*
- (b) grant the approval on such terms and conditions as the Director considers necessary;*
- (c) impose new terms and conditions to the approval;*
- (d) alter the terms and conditions of the approval;*
- (e) revoke or suspend the approval.*

However, should the Director decide to do any of the above, Section 100 of the OWRA requires that the Director provide written notice of his/her decision with reasons. This notice is appealable to the Environmental Appeal Board provided that the appeal is filed within 15 days of receipt of the notice.

**Note: The appeal does not stay the Director's decision, i.e., pending the outcome of the appeal the decision remains effective and all its terms and conditions are legally enforceable, unless an exemption is granted by the Environmental Appeal Board.**

## **2. ENVIRONMENTAL PROTECTION ACT (EPA)**

The Environmental Protection Act (EPA) provides for the protection and conservation of the natural environment other than the water environment. Together, the OWRA and the EPA provide the principal basis for the authority of the Ministry. Parts of the EPA which deal with the management of air quality and waste disposal may apply to the sewage works or water works for which approval is required under OWRA.

### **2.1 Emission of Contaminants to the Air**

Part II (sections 6 through 20) of the EPA deals with the restrictions on discharge of contaminants to the natural environment, and approval requirements for facilities that may discharge contaminants to the natural environment.

Section 9 of the EPA stipulates that:

*No person shall, except under and in accordance with a certificate of approval issued by the Director,*

- (a) construct, alter, extend or replace any plant, structure, equipment, apparatus, mechanism or thing that may discharge or from which may be discharged a contaminant into any part of the natural environment other than water; or*
- (b) alter a process or rate of production with the result that a contaminant may be discharged into any part of the natural environment other than water or the rate or manner of discharge of a contaminant into any part of the natural environment other than water may be altered.*

For all sources of emission of contaminants to the air **within water or sewage works** (e.g., odours from waste stabilization lagoons, grit chambers or aeration tanks; exhaust emissions from incinerators, boilers or digester gas burners; exhaust emissions and noise of Diesel generators; noise of air blowers or compressors, etc.), the requirements of section 9 of the EPA must be satisfied.

For non-point sources of odour emission, such as lagoons or open tanks, and for sources of noise, such as air blowers or compressors, the issues of air pollution are usually dealt with in the process of review for the OWRA approval, and no separate application for approval (air) is required.

On the other hand, for emissions of any gaseous or particulate matter, including internal combustion engine exhaust, from identifiable points, such as boiler flumes, Diesel generator exhaust pipes, exhaust pipes from negative pressure covered tank odour control systems, etc., and for establishment of, or modifications to a facility capable of such an emission, a separate section 9, EPA approval must be obtained from the Director (i.e., an employee of the Environmental Assessment and Approvals Branch of the Ministry of the Environment so designated under section 5 of the Act).

Ontario Regulation 346, issued under the EPA, specifies the maximum allowable concentration of air contaminants at the point of impingement. Compliance is achieved by maintaining the point of impingement concentrations of the contaminants discharged from the source of emission below the maximum concentrations stipulated in Schedule 1 of the regulation. Typical points of impingement are the property line and all critical receptors, such as building air intakes or windows.

## **2.2 Waste Management**

Part V (sections 25 through 55) of the EPA provides legislative control over waste management and disposal.

Section 25 of the EPA sets out the following definitions:

- (d) *"waste" includes ashes, garbage, refuse, domestic waste, industrial waste, or municipal refuse and such other wastes as are designated in the regulations;*
- (e) *"waste disposal site" means any land or land covered by water upon, into, in or through which, or building or structure in which, waste is deposited or processed and any machinery or equipment or operation required for the treatment or disposal of waste;*
- (f) *"waste management system" means facilities, equipment and operations for the complete management of waste, including the collection, handling, transportation, storage, processing and disposal thereof, and may include one or more waste disposal sites.*

Section 26 of the EPA further states that:

*"This Part does not apply to the storage or disposal by any person of his domestic wastes on his own property unless the Director is of the opinion, based on reasonable and probable grounds, that such storage or disposal is or is likely to create a nuisance, or to any sewage or other works to which the Ontario Water Resources Act or the regulations thereunder apply."*

Therefore, all works within the boundaries of the sewage treatment plant including any sludge treatment and disposal on the site of the sewage works, are subject to the requirements of section 53 OWRA. Any residual waste materials sent off-site become wastes which are subject to the requirements of Part V of the EPA.

Section 27 of the EPA requires the proponent/owner of a waste disposal site (e.g., landfill, transfer station, processing site or incinerator) or a waste management system (i.e. facilities and equipment for the collection transportation, processing, storage and disposal of waste) to obtain an approval from the Director (i.e., an employee of the Ministry of the Environment so designated under section 5 of the Act), before establishing or modifying such a site or system, or changing the type of waste handled by it.

**Note: As a result of the addition of a new section 28(1) to the EPA by the Services Improvement Act, 1997, waste disposal sites and waste management systems subject to section 27 of the EPA also include equipment and facilities for the transportation, storage, treatment and disposal of hauled sewage (e.g., septage) previously subject to the requirements of Part VIII of the EPA repealed by the Services Improvement Act, 1997.**

Ontario Regulation 347, under the EPA, lists definitions related to waste disposal sites and systems and specifies minimum standards of performance. Among those definitions applying to sewage works, Regulation 347 defines processed organic waste as *"..waste that is predominantly organic in composition and has been treated by aerobic or anaerobic digestion, or other means of stabilization and includes residual from sewage works that are subject to the provisions of the Ontario Water Resources Act"*. It also defines organic soil conditioning as *"...the incorporation of processed organic waste in the soil to improve its characteristics for crop or ground cover growth"*.

Specific guidelines for the disposal of residual sewage treatment plant sludge (also referred to as processed organic waste or biosolids) on agricultural lands have been developed by the Ministry in conjunction with the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA). The guidelines, namely "Guidelines for the Utilization of Biosolids and other Wastes on Agricultural Land, March 1996" and as amended, set out the application rates and other conditions related to spreading/disposal of biosolids (including STP sludge) on agricultural land. The District Managers of the Ministry's District Offices are designated as the Director under section 5 of the EPA for the purpose of approval of "processed organic waste (biosolids) disposal sites (also referred to as "organic soil conditioning sites").

In order to haul processed organic waste for the purpose of spreading on land, either liquid or solid, a waste management system approval is required under section 27 of the EPA. Applications for approval for organic waste management systems are dealt with by the Environmental Assessment and Approvals Branch.

When dewatered sludge solids or incinerator ash are to be disposed of in a municipal landfill, an approval under section 27 for the receiving site is also required. Applications for approval for those sites which require a public hearing, or which are subject to the EAA (or were subject when originally approved) are processed by the Waste Sites and Systems Unit of the Environmental Assessment and Approvals Branch. The Regional Directors deal with applications for approval of sites not requiring public hearing and not subject to EAA.

Where a waste disposal site is to include construction of facilities for treatment and disposal of sewage (including leachate, drainage and storm water) to surface waters, or construction of a sanitary sewer to the site for the discharge of sewage into a communal sewage collection system, a sewage works approval from the Director (Environmental Assessment and Approvals Branch) is required under section 53 of the OWRA.

## **2.3 Sewage Systems**

Part VIII (sections 74 through 83) of the EPA has been repealed by the Services Improvement Act, 1997, and of the sewage systems previously subject to Part VIII of the EPA,

- the small (10,000 L/d or less) individual on-site sewage systems are now sewage systems subject to the Building Code Act, 1992, as amended by the Services Improvement Act, 1997, administered by the local Municipalities, and in some areas, by the local Health Units or Conservation Authorities,
- the communal, off-site and large (more than 10,000 L/d) individual on-site sewage systems with sub-surface effluent disposal are now sewage works subject to section 53 of the OWRA, as amended by the Services Improvement Act, 1997, administered by the Environmental Assessment and Approvals Branch of the Ministry, and
- sewage systems for the transportation, treatment and land application of hauled sewage are now waste management systems and hauled sewage sites subject to the requirements of Part V (section 27) of the EPA, as amended by the Services Improvement Act, 1997, administered by the Environmental Assessment and Approvals Branch of the Ministry.

### 3. ENVIRONMENTAL ASSESSMENT ACT (EAA)

The primary impact of the Environmental Assessment Act on the approval process under the OWRA, and for that matter, any other approval or permit issued by any provincial or municipal government, is the fact that no such approvals may be granted until all the requirements of the EAA have been fulfilled.

Section 6(1) of the EAA states, in part:

*Where a proponent is required under this Act to submit to the Minister an environmental assessment of the undertaking,*

*(a) a licence, permit, approval, permission or consent that is required under any statute, regulation, by-law or other requirement of the Province of Ontario, an agency thereof, a municipality or a regulatory authority, in order to proceed with the undertaking shall not be issued or granted; .....*

*unless,*

*(c) the environmental assessment has been submitted to and accepted by the Minister; and,*

*(d) the Minister has given approval to proceed with the undertaking.*

The Environmental Assessment Act stipulates that a project is subject to the requirements of the EAA if it is undertaken by a provincial or municipal government or any of their agencies, or if the project is specifically designated by the EAA (or a regulation issued under the EAA) to be subject to the requirements.

**Note: As noted above, the Act does not apply to private undertakings unless a particular project is specifically designated as subject to the EAA by the Act itself or a Regulation. Consequently, most industrial sewage projects are not subject to the requirements of the Act.**

### 4. ENVIRONMENTAL BILL OF RIGHTS (EBR)

The Act Respecting Environmental Rights in Ontario Act, known as the Environmental Bill of Rights (EBR), provides for a process allowing the residents of Ontario to participate in government decisions having a potential for a significant impact on the environment. This process involves posting proposals for prescribed instruments (i.e., instruments prescribed under the EBR as subject to its requirements) on the Environmental Registry (an internet website). The public is given a minimum of 30 days to submit comments on the posted proposals, and decisions on the proposals are rendered (approvals or permits are issued or denied) upon considering the received comments. The decisions are then placed on the Environmental Registry. Also, EBR provides for the right of third parties to apply to the Environmental Appeal Board for leave (permission) to appeal certain decisions after they are placed on the Registry.

Regulation 681/94, "Classification of Proposals for Instruments", issued under the Act Respecting Environmental Rights in Ontario Act, lists and classifies the types of proposals subject to the requirements of the Environmental Bill of Rights.

In accordance with the Regulation, the following types of section 53 OWRA (sewage works) approvals are EBR prescribed instruments:

- all approvals of sewage works that would set limits for the discharge of specific contaminants from a discharge point are EBR Class II Prescribed Instruments, unless,
  - i there is already an approval under subsection 53(1) relating to the same discharge point, and
  - ii the proposed approval would not permit an increase in the discharge of any of the specific contaminants from the discharge point; and
- all approvals of sewage works that would cross a municipal boundary, and all other sewage works approvals that require a hearing under the OWRA are EBR Class III Prescribed Instruments.

**Note: Section 53 OWRA (sewage works) approvals other than those identified above, and section 52 OWRA (water works) approvals are not EBR prescribed instruments.**

Even if identified as EBR prescribed instruments by the Regulation, in certain situations, proposals may not have to involve public participation in the process of rendering a decision (granting or refusing approval). To that effect, the EBR provides for exceptions to the public participation requirements in specifically defined situations. The excepting situations defined by the EBR are as follows:

- **Equivalent public participation (s. 30, EBR)** - Equivalent public participation is a situation where all environmentally significant aspects of the proposal have already been considered in a process of public participation that was substantially equivalent to the requirements under the EBR.

**Note: When requesting an equivalent public participation exception, the proponent must provide details of the completed province-wide public participation including: type of the province-wide public participation, how it was conducted, number of people that participated, the type of public comments, actions taken as a result of the public comments, an indication whether or not this Ministry's staff were involved in the process, and documentation verifying the public participation.**

- **Emergency (s. 29, EBR)** - An emergency is a situation where the delay involved in giving notice to the public, allowing time for public response to the notice, or considering the response to the notice would result in danger to health or safety of any person, harm or serious risk of harm to the environment, or injury or damage or serious risk of injury or damage to any property.

**Note: When requesting an emergency exception, the proponent must provide information demonstrating that there is an emergency situation and that the proposal will minimize the adverse effects of the emergency situation.**

- **Environmentally insignificant amendment or revocation (s. 22 (3), EBR)** - An environmentally insignificant amendment or revocation is a proposal for an amendment to or a revocation of an existing approval where there will be insignificant effect on the environment.

**Note: When requesting an environmentally insignificant amendment or revocation exception, the proponent must provide information demonstrating that there will be no significant impact on the environment.**

- **EAA or tribunal decision (s. 32, EBR)** - An EAA or tribunal decision is a situation where the proposal is a step towards the implementation of an undertaking proceeding in accordance with a completed environmental assessment process approved under the Environmental Assessment Act or a decision of a public tribunal after affording an opportunity for public participation. [Note: All EBR subject sewage works undertaken by municipalities or private sector developers also subject to and proceeding in accordance with the requirements of the Environmental Assessment Act (EAA) fall within this definition of an excepting situation.]

**Note: When requesting an EAA or tribunal decision exception, the proponent must provide proof of completion of the applicable environmental assessment process, or a copy of the tribunal decision.**

For details on the applicability and requirements of the EBR and the regulations written under it, Applicants should refer to the Ministry publication entitled "The Requirements of the Environmental Bill of Rights for Prescribed Instruments".

**Note:** For general information on the EBR and the Environmental Registry, please access the EBR Internet website at <http://www.ene.gov.on.ca/envision/ebr/welcome.htm> or contact the Public Information Centre, Ministry of the Environment, 135 St. Clair Avenue West, 1st Floor, Toronto, Ontario, M4V 1P5, general inquiries (416) 323-4321, or toll free 1-800-565-4923.

The Environmental Registry may be accessed through the above-noted EBR Internet website or directly at <http://www.ene.gov.on.ca/envision/env-reg/er/registry.htm>.

## APPENDIX B

### ENVIRONMENTAL GUIDELINES AND PROCEDURES OVERVIEW

The Ministry continually develops and updates environmental guidelines and procedures which provide a framework for actions and decisions of the Ministry staff in day-to-day operation in order to ensure that those actions and decisions are in concordance with the Ministry's mandate and the policies of the Ontario Government, as well as to inform the public of the basis of those actions and decisions.

These guidelines and procedures are contained in the Manual of Environmental Guidelines and Procedures (the Manual). Copies of the Manual may be obtained from the Public Information Centre, Ministry of the Environment, 135 St. Clair Avenue West, 1st Floor, Toronto, Ontario, M4V 1P5, and may be ordered by phone at (416) 325-4000 or toll free at 1-800-565-4923. The Manual may also be accessed through any of the Ministry's Regional or District offices.

As a general rule, any proposed sewage and water works must be in compliance with these guidelines and procedures. In case of some of the guidelines, formal procedures for deviation from those guidelines have been established and these procedures are part of the guidelines.

The following is a brief summary of the Ministry's environmental guidelines and procedures relevant to industrial sewage works for which approval under the OWRA is required. For comprehensive understanding of the guidelines and procedures, reference should be made to their full texts in the Manual. The Ministry staff may be contacted for further clarification.

#### **B-1 WATER MANAGEMENT - GUIDELINES AND PROCEDURES OF THE MINISTRY OF THE ENVIRONMENT**

This guideline is intended to ensure the effective management of the Province's water resources.

Among others, it establishes specific receiving water quality objectives (i.e. PWQO's - Provincial Water Quality Objectives) for many pollutants, and the requirements intended to ensure that the objectives are maintained or achieved. These objectives are used as the basis for establishing specific effluent requirements (design objectives and non-compliance criteria) for sewage works proposed for approval under section 53 of the OWRA.

The details of the guideline are contained in **Procedure B-1-1 entitled "Water Management - Guidelines and Procedures of the Ministry of the Environment"**, often referred to as "The Blue Book". The aspects of the water resources management covered by the document include:

##### Surface Water Quality Management

- Areas with Water Quality better than Provincial Water Quality Objectives
- Areas with Water Quality not meeting Provincial Water Quality Objectives (referred to as "Policy 2 areas" in the context of Guideline B-1)
- Effluent Requirements



- Hazardous Substances
- Mixing Zones

#### Surface Water Quantity Management

- Water Quality-Quantity Inter-relationships
- Permits to Take Water
- Surface Water Conservation

#### Ground Water Quality Management

- Regulated Sources of Contamination
- Unregulated Sources of Contamination

#### Ground Water Quantity Management

- Permits to Take Water
- Resolution of Interference Problems
- Ground Water Conservation

## **B-2 SURFACE WATER QUALITY MANAGEMENT - DEVIATIONS**

This guideline elaborates on the Ministry's practices concerning deviations from the Surface Water Quality Management "Policy 2" identified in Guideline B-1, i.e., policy stating that no further water quality degradation shall be allowed in areas with water quality not meeting Provincial Water Quality Objectives. Deviation from "Policy 2" refers to instances where in areas with water quality not meeting Provincial Water Quality Objectives, it is not possible to prevent further degradation of existing water quality. The guideline identifies the situations in which a request for a deviation may be considered and the procedures to be followed in order to obtain a deviation.

## **B-7 INCORPORATION OF THE REASONABLE USE CONCEPT INTO MOE GROUNDWATER MANAGEMENT ACTIVITIES**

This guideline provides the basis for determining what constitutes the reasonable use of groundwater on properties adjacent to sources of contamination and the levels of contaminant discharges to groundwater aquifers considered acceptable by the Ministry, and for the establishment of the limits for the discharge of contaminants to the groundwater from facilities proposed for approval.

Of the works subject to approval under the OWRA, this guideline applies to the disposal of sewage effluent by exfiltration lagoons, spray irrigation, and leaching beds and other sub-surface disposal systems.

The technical details necessary in order to establish applicability of this guideline to a particular project and determine the specific criteria which would have to be met for a particular project to comply with the guideline are contained in **Procedure B-7-1 entitled "Determination of**

**Contaminant Limits and Attenuation Zones”**. This Procedure must be referred to for further information.

## **D-2 COMPATIBILITY BETWEEN SEWAGE TREATMENT FACILITIES AND SENSITIVE LAND USES**

This guideline sets out recommendations for separation distances and other control measures to minimize the impact of odours and noise on sensitive land uses adjacent to municipal and private sewage treatment facilities. It applies to applications for approval under section 53 of the OWRA and section 9 of the EPA for the construction of new and expansion of existing municipal and private sewage treatment facilities.

This means that when new sewage treatment facilities or major enlargements are proposed, an adequate land around the proposed facility (buffer zone) should be acquired as part of the project in order to avoid imposing constraints on the surrounding land use.

The recommended and minimum separation distances vary with the type and size of the proposed facilities, as follows:

- Sewage Treatment Plants with a capacity up to 500 m<sup>3</sup>/d
  - recommended distance: 100 m
- Sewage Treatment Plants with a capacity from 500 m<sup>3</sup>/d to 25,000 m<sup>3</sup>/d
  - minimum distance: 100 m
  - recommended distance: 150 m
- Sewage Treatment Plants with a capacity greater than 25,000 m<sup>3</sup>/d
  - minimum distance: 100 m
  - recommended distance: assessed on a case-by-case basis (may be may be greater than 150 m)
- Waste Stabilization Ponds
  - minimum distance: assessed on a case-by-case basis depending on the type of pond and characteristics of the waste (from 100 m to 400 m).

**Note:** The “recommended distance” is the required separation distance where no special noise and odour control facilities and/or equipment are proposed. Where adequate noise and odour control facilities and/or equipment are proposed, the required separation distance may be reduced down to the identified “minimum distance”. As such, for plants smaller than 500 m<sup>3</sup>/d, the required separation distance may be reduced below 100 m if adequate noise and odour control facilities and/or equipment are proposed.

## **F-8 PROVISION AND OPERATION OF PHOSPHORUS REMOVAL FACILITIES AT MUNICIPAL, INSTITUTIONAL AND PRIVATE SEWAGE TREATMENT WORKS**

This guideline identifies the requirements for the provision and operation of phosphorus removal facilities on a drainage basin basis. It states that certain drainage basins in the Province require phosphorus removal down to 1.0 mg/l Total Phosphorus in the effluent. (More stringent requirement may apply on a site specific basis).

Proponents should consult with staff of the Technical Support Section of the appropriate Regional Office of the Ministry to determine which drainage basins are affected and what effluent criteria may be required for a specific point of discharge.

### **F-13      APPROVAL OF EXPANSION TO PREVIOUSLY CONSTRUCTED AND UNAPPROVED FACILITIES**

This guideline relates to expansion of, or additions to sewage and water works constructed prior to the passage of the OWRA. It requires that the state of the existing works be ascertained to ensure that the new works are not jeopardized by previously unapproved and unacceptable facilities, and that the old works are capable of accommodating the expansion. This requirement ensures that the entire completed system, consisting of the old and new works, can be properly operated and achieve the required water production or sewage treatment effluent discharge criteria.

### **F-15      FINANCIAL ASSURANCE**

This guideline identifies criteria for the application of financial assurance requirements to various undertakings requiring approval under the EPA and OWRA, including calculation of the amount of financial assurance required.

Financial assurance normally applies to private owners of works or facilities and may be required to ensure that the owners comply with specific terms and conditions of the approval or order, or that funds are available to the Ministry for decommissioning and dismantling, or if required, continuation of the operation of the works or facilities in the event of a default situation.

When required, financial assurance is to be deposited with the Director of the Financial and Capital Management Branch of this Ministry in a form outlined in Part X-A, Section 131 of the EPA.

## APPENDIX C

### REGIONAL, DISTRICT AND AREA OFFICES OF THE MINISTRY

<b>SOUTHWESTERN REGION (1)</b>	<b>WEST-CENTRAL REGION (2)</b>	<b>CENTRAL REGION (3)</b>
<b>London Regional Office</b> 985 Adelaide St. South London, Ontario, N6E 1V3 Phone: (519)661-2200 1-800-265-7672 <b>(519 area only)</b> Fax: (519)661-1742	<b>Hamilton Regional Office</b> 119 King St. W., 12th Fl, Box 2112 Hamilton, Ontario L8N 3Z9 Phone: (905)521-7640 1-800-668-4557 Fax: (905)521-7820	<b>Toronto Regional Office</b> 5775 Yonge St., 8th Fl. North York, Ontario M2M 4J1 Phone: (416)326-6700 1-800-810-8048 Fax: (416)325-6345
<b>London District Office</b> 985 Adelaide St. South London, Ontario N6E 1V3 Phone: (519)661-2200 1-800-265-7672 <b>(519 area only)</b> Fax: (519)661-1742	<b>Hamilton District Office</b> 119 King St. W., 12th Fl, Box 2112 Hamilton, Ontario L8N 3Z9 Phone: (905)521-7650 1-800-668-4557 Fax: (905)521-7806	<b>Toronto District Office</b> 8th Floor, 5775 Yonge St. North York, Ontario M2M 4J1 Phone: (416)326-6700 1-800-810-8048 Fax: (416)325-6345
<b>Sarnia District Office</b> 1094 London Road Sarnia, Ontario N7S 1P1 Phone: (519)336-4030 1-800-387-7784 Fax: (519)336-4280	<b>Guelph District Office</b> 1 Stone Rd. W., 4 <sup>th</sup> Floor Guelph, Ontario N1G 4Y2 Phone: (519)826-4255 1-800-265-8658 Fax: (519)826-4286	<b>Halton-Peel District Office</b> 4145 North Service Rd, Suite 300 Burlington, ON L7L 6A3 Phone: 905-319-3847 1-800-335-5906 Fax: 905-319-9902
<b>Windsor Area Office</b> 250 Windsor Ave., 6th Fl. Windsor, Ontario N9A 6V9 Phone: (519)254-2546 1-800-387-8826 Fax: (519)254-5894	<b>Niagara District Office</b> 301 St. Paul St., 9th Fl. St. Catharines, Ontario L2R 7R4 Phone: (905)704-3900 1-800-263-1035 <b>(905&amp;519 areas only)</b> Fax: (905)704-4015	<b>York-Durham District Office</b> 5th Fl., 230 Westney Rd. S. Ajax, Ontario L1S 7J5 Phone: (905)427-5600 1-800-376-4547 Fax: (905)427-5602
<b>Barrie District Office</b> 54 Cedar Pointe Dr., Unit 1203 Barrie, Ontario L4N 5R7 Phone: (705)726-1730 1-800-890-8511 Fax: (705)726-5100 <b>(includes Muskoka area)</b>		
<b>Owen Sound Area Office</b> 1180 20th St. East Owen Sound, Ontario N7T 7X1 Phone: (519)371-2901 1-800-265-3783 Fax: (519)371-2905		

EASTERN REGION (4)	NORTHERN REGION (5)	
<b>Kingston Regional Office</b> 133 Dalton Ave., Box 820 Kingston, Ontario K7L 4X6 Phone: (613)549-4000 1-800-267-0974 Fax: (613)548-6908	<b>Thunder Bay Regional Office</b> 435 James St. S., 3rd Fl. Suite 331 Thunder Bay, Ontario P7E 6E3 Phone: (807)475-1205 1-800-875-7772 <b>(705&amp;807 areas only)</b> Fax: (807)475-1754	
<b>Kingston District Office</b> 133 Dalton Ave. P.O. Box 820 Kingston, Ontario K7L 4X6 Phone: (613)548-6911 1-800-267-0974 Fax: (613) 548-6920	<b>Thunder Bay District Office</b> 435 James St. S., 3rd Fl. Suite 331 Thunder Bay, Ontario P7E 6E3 Phone: (807)475-1315 1-800-875-7772 <b>(705&amp;807 areas only)</b> Fax: (807) 473-3160	<b>Timmins District Office</b> Ontario Government Complex Highway 101 E., P.O. Bag 3080 South Porcupine, Ontario P0N 1H0 Phone: (705)235-1500 1-800-380-6615 <b>(705&amp;807 areas only)</b> Fax: (705)235-1520
<b>Cornwall Area Office</b> 113 Amelia St., 2nd Floor Cornwall, Ontario K6H 3P1 Phone: (613)933-7402 1-800-860-2760 Fax: (613)933-6402	<b>Kenora Area Office</b> Box 5150, 808 Robertson St. Kenora, Ontario P9N 1X9 Phone: (807)468-2718 1-888-367-7622 <b>(807 area only)</b> Fax: (807)468-2735	<b>North Bay Area Office</b> P.O. Box 6000 447 McKeown Ave. North Bay, Ontario P1B 9T3 Phone: (705)497-6865 1-800-609-5553 Fax: (705)497-6866 <b>(includes Parry Sound area)</b>
<b>Peterborough District Office</b> Robinson Place 300 Water St., 2 <sup>nd</sup> Fl., S. Tower Peterborough, Ont. K9J 8M5 Phone: (705)755-4300 1-800-558-0595 Fax: (705)755-4321 <b>(includes Haliburton area)</b>	<b>Sudbury District Office</b> 199 Larch St., Suite 1101 Sudbury, Ontario P3E 5P9 Phone: (705)564-3237 1-800-890-8516 Fax: (705)564-4180	
<b>Belleville Area Office</b> 470 Dundas St. E. Belleville, Ontario K8N 1G1 Phone: (613)962-9208 1-800-860-2763 Fax: (613)962-6809	<b>Sault Ste. Marie Area Office</b> 70 Foster Dr., Suite 610 Sault Ste. Marie, Ontario P6A 6V4 Phone: (705)541-2170 1-800-965-9990 <b>(705&amp;807 areas only)</b> Fax: (705)541-2171	
<b>Ottawa District Office</b> 2435 Holly Lane Ottawa, Ontario K1V 7P2 Phone: (613)521-3450 1-800-860-2195 Fax: (613)521-5437 <b>(includes Pembroke area)</b>		

## APPENDIX D

### SUMMARY OF SEWAGE WORKS APPLICATION COSTS

SUMMARY OF OWRA s. 53 COSTS		
CATEGORY	TYPE OF APPLICATION	COST (\$)
<b>APPROVALS (for new works or equipment)</b>  <b>TOTAL COST =</b> <b>1 (always) + ( Total of one or any combination of 2 through to12) + (Total of one or any combination of 13, 14 and 15, if applicable) + 16 (hearing cost - if applicable)</b>		
1	Administrative processing (applies to all applications for new works or equipment)	200
2	A municipal or private facility for the treatment and disposal of sewage, including a lagoon or stabilization pond or a sewage treatment plant, including the expansion, re-rating or upgrading of an existing facility that involves an increase in the rated capacity of the facility.	\$5,000, if the maximum design capacity is not more than 4,550 cubic metres per day
3	A municipal or private facility for the treatment and disposal of sewage, including a lagoon or stabilization pond or a sewage treatment plant, including the expansion, re-rating or upgrading of an existing facility that involves an increase in the rated capacity of the facility.	\$10,000, if the maximum design capacity is more than 4,550 cubic metres per day
4	A facility for attenuating stormwater runoff peak flow rate or volume or for managing stormwater runoff quality, such as detention or retention pools, underground chambers, oversized sewers, rooftop storage, parking lot storage, oil, grit and silt separators, flow control outlet structures, infiltration wells, perforated sewers, and trenches or outfalls, including the expansion of an existing facility that involves an increase in the rated capacity of the facility.	2000
5	A facility for the treatment and disposal of leachate, including the expansion of an existing facility that involves an increase in the rated capacity of the facility.	6000
6	A subsurface disposal facility, including the expansion of an existing facility that involves an increase in the rated capacity of the facility.	\$600, if the design capacity of the facility is not more than 15 cubic metres per day
7	A subsurface disposal facility, including the expansion of an existing facility that involves an increase in the rated capacity of the facility.	\$1,500, if the design capacity of the facility is more than 15 cubic metres per day and not more than 50 cubic metres per day
8	A subsurface disposal facility, including the expansion of an existing facility that involves an increase in the rated capacity of the facility.	\$3,000, if the design capacity of the facility is more than 50 cubic metres per day
9	A facility for the treatment and disposal of industrial process wastewater, including contact cooling water, including the expansion of an existing facility that involves an increase in the rated capacity of the facility.	6000

SUMMARY OF OWRA s. 53 COSTS		
CATEGORY	TYPE OF APPLICATION	COST (\$)
10	A facility for the disposal of spent water from a non-contact industrial cooling process, including the expansion of an existing facility that involves an increase in the rated capacity of the facility.	1000
11	Storm and sanitary sewers and appurtenances, including expansion of existing sewers.	900
12	Storm and sanitary pump stations, force mains, and sanitary sewage detention chambers or oversized sewers, including the expansion of an existing facility that involves an increase in the rated capacity of the facility.	1800
13	Review of Hydrogeological Assessment	3000
14	Review of effluent quality criteria assessment for stormwater management , cooling water or soil remediation facilities	1400
15	Review of effluent quality criteria assessment for municipal or private sewage, industrial process wastewater or leachate treatment plant	6000
16	Hearing	18000
<b>AMENDMENTS (ADMINISTRATIVE)</b>		
17	Administrative amendments (no technical review involved)	100
100	Amendments required as a result of a condition on an existing approval	0
<b>AMENDMENTS (TECHNICAL)</b>		
<b>TOTAL COST =</b> <b>1(always) +(Total of one or any combination of categories 18,19 or 20 +(Total of one or any combination of 13 , 14 and 15, if applicable) + 16 (hearing cost - if applicable)</b>		
1	Administrative processing (applies to all amendment, except administrative amendments)	200
18	if the application relates to an amendment to an existing treatment plant approval to include additional facilities that do not increase the approved rated capacity of the plant, including new tertiary treatment facilities, plant process waste stream treatment and disposal facilities, new treatment facilities to replace deteriorated facilities and the establishment, alteration, expansion or replacement of an outfall	3600
19	if the application relates to the alteration, extension or replacement of treatment plant equipment or processes that do not involve the addition of new facilities, including, <ul style="list-style-type: none"> <li>A. the alteration, extension or replacement of a pumping system, an aeration system, a chemical storage or application system, filter media or a standby power supply system,</li> <li>B. the provision of additional points of process chemical application, and</li> <li>C. the provision of odour control equipment facilities.</li> </ul>	1800
20	in any other case	600
13	Review of Hydrogeological Assessment	3000
14	Review of effluent quality criteria assessment for stormwater management , cooling water or soil remediation facilities cost	1400

SUMMARY OF OWRA s. 53 COSTS		
CATEGORY	TYPE OF APPLICATION	COST (\$)
15	Review of effluent quality criteria assessment for municipal or private sewage, industrial process wastewater or leachate treatment plant cost	6000
16	Hearing	18000
100	Amendments required as a result of a condition on an existing approval	0
REVOCATIONS		
21	Administrative revocations (no technical review involved)	0
200	Revocation required as a result of a condition in an existing approval	0
<p>If a technical review is involved in reviewing the application for the revocation, the applicable costs are outlined under <b>APPROVALS (for new works or equipment)</b>, above, where</p> <p><b>TOTAL COST =</b>                    <b>1 (always) + ( Total of one or any combination of 2 through to 12) + (Total of one or any combination of 13, 14 and 15, if applicable) + 16 (hearing cost - if applicable)</b></p>		